



# **eMall Training Guide**



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## STARTING A REQUISITION

1. After signing into eVA, click the down arrow in top section (Go To) and click eMail/ eForms.

The screenshot shows the eVA interface. At the top, there is a 'Go To' dropdown menu with a down arrow. The menu is open, showing options: Data Management, eMail / eForms (highlighted), Quick Quote, Report and Resource Center, Sourcing & Contracting, User Management, and VBO Buyer. Below the menu, there is a table of requisitions. The table has columns: ID, Description, Status, and Create Date. The table contains 7 rows of data. Below the table, it says 'Showing 1 to 7 of 33 entries'. To the right of the table, there is a search bar and a pagination control with buttons: Previous, 1, 2, 3, 4, 5, Next. Below the table, there is a 'My Work Summary' section with tabs: PRs, Solicitations, Contracts. The 'PRs' tab is selected, showing 'Composing' with a count of 4.

ID	Description	Status	Create Date
PR23472	Test Test	Composing	08/15/2018
FORM10007		Composing	08/06/2018
FORM10005	EVATRaining - QR_	Approved	08/06/2018
PR23181	HB	Ordered	06/21/2018
PR23180	Office supplies - TSRC - 603/1253	Ordered	06/21/2018
QQ:QQ002326_AWD954	Sanding Equipment	Composing	06/19/2018
EVA001_QQ002367	Office Supplies (Property & Finance) - THudgins	Closed	06/19/2018

2. Click the Requisition link in the 'Common Actions' window (aka portlet).

The screenshot shows the eVA interface. At the top, there is a 'My Home' section with tabs: My Home, My Orders/My UPS, My Approvals, My Quick Quote Req's. Below the tabs, there is a 'Return to Portal' button. On the left, there is a 'Common Actions' portlet with a 'Create' section containing links: Buysense Profile, Requisition (circled), DPS Exemption Request, Electronic Forms, More... Below the 'Create' section, there is a 'Manage' section with links: Administrator, Reports, My To Do, More... Below the 'Manage' section, there is a 'Recently Viewed' section with a list of requisitions. Below the 'Recently Viewed' section, there is a 'News' section with a link: Need help? Click here to view Training Guides and Videos. On the right, there is a 'To Do' section with a table of tasks. Below the 'To Do' section, there is a 'Requisitions - Composing' section with a table of requisitions. Below the 'Requisitions - Composing' section, there is a 'Requisitions - Submitted' section with a table of requisitions. Below the 'Requisitions - Submitted' section, there is a 'Requisitions Submitted This Month in Denied Status' section with a table of requisitions. Below the 'Requisitions Submitted This Month in Denied Status' section, there is a 'My Documents' section with a table of documents.

ID	Date Created	From	Status	Title	Required Action
FORM17342	6/3/2017	Kemper, Gail	Submitted	EVA1ADMIN - A960QR_PRODUCTION TESTING FOR ELECTRONIC EFORM	Approve

ID	Date Created	Status	Title	Total
PR7497688	3/31/2017	Composing	Supply Room - Paper for Pharos Printers	\$1,817.70000 USD
PR7487310	3/27/2017	Composing	GEARHEART (TARANTULA SPIDERS) - testing mobile approver	\$9,523.89000 USD

ID	Date Created	Status	Title	Total
No items				

ID	Date Created	Status	Title	Total
PR7598285	6/3/2017	Denied	Prod verify - Shane please deny this	\$5,847.01840 USD

ID	Title	Date	Status
DPS-EX9054	EVA1ADMIN - Unsealed Proposal	6/3/2017	Denied
FORM17342	EVA1ADMIN - A960QR_PRODUCTION TESTING FOR ELECTRONIC EFORM	6/3/2017	Submitted
DGS-SS2296	EVA1ADMIN - Sole Source - 44	6/3/2017	Denied
PR7598285	Prod verify - Shane please deny this	6/3/2017	Denied
PR7561748	testt	5/10/2017	Denied
PR7497688	Supply Room - Paper for Pharos Printers	3/31/2017	Composing
PR7487310	GEARHEART (TARANTULA SPIDERS) - testing mobile approver	3/27/2017	Composing
FORM14181		12/28/2016	Composing

The system places you directly on the Requisition Summary screen, as shown:

**eVA** My Home My Orders/My UPS My Approvals My Quick Quote Req's Welcome Kemper, Gail

Create Search Manage Recent Preferences

PR627084: Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

**Summary** Approval Flow

Client Name: A194DPS

Title: \*  Complete the Title according to your business rules

On Behalf Of:  ▼

Use PCard: ☒

PCard number:  ▼

Entity Code:  ▼

Fiscal Year:  ▼

Agency:  ▼

PO Category:  ▼ PO Category and Procurement Transaction Type must be selected/entered. (See below for more information.)

Procurement Transaction Type:  ▼

Header Cross Reference:

ERP Requisition Number:

Send PR to ADV: ☐

Send PR to Quick Quote: ☐ If order is confirming, check the box

Confirming Order; Do Not Duplicate: ☐ Once items are added, this link allows you to see accounting data 'at a glance'.

Accounting Summary: [View Accounting Information](#)

My Labels: ? [Apply Label...](#)

**Line Items** (0) Hide Details ☰

<input type="checkbox"/>	No.	Type	Solicit	Description	Qty	Unit	Price	Amount
No items								

Add from Catalog... Add Non-Catalog Item...

**SHIPPING - ENTIRE REQUISITION**

See Line Item Shipping Details: ? ☐

Ship To: \*  ▼

Deliver To: \*

Need-by Date: ?  📅

**COMMENTS - ENTIRE REQUISITION**

Comments:

☐ Visible to Supplier

☐ Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

**ATTACHMENTS - ENTIRE REQUISITION**

Add Attachment

Submit Exit

3. Complete the upper portion of the screen above 'Line Items' section, following the guidance below.

On Behalf of field: If you enter an individual's name in the "On Behalf Of" field, other than your own, that individual's approval work flow and pcard will default for this requisition. That individual is the 'requester' on the requisition. The person who submits the requisition is the 'preparer'. The preparer's information appears on the order as the ordering person.

Use PCard field: If a Purchase Card is associated with your eVA account, the box "Use Pcard" will be checked. Uncheck this box if the vendor does not accept pcards or you wish to be invoiced. NOTE: Always keep your card's expiration updated to avoid the pcard fields from dropping off the requisition.

PO Category field: This field is blank by default. "R01" is most common, which means 'routine order. Orders for technology that must be approved by VITA (Virginia Information Technology Agency) must show a PO Category beginning with a 'V'. The 'X02' PO Category is reserved for purchases shown as exclusions in Chapter 14.9 of the APSPM and also used to denote purchases exempt from agency eVA fees.

Procurement Transaction Type field: Enter the code that accurately describes the type of purchase. (See back of guide for detailed descriptions.)

Header Cross Reference field: Text entered in this field appears next to the eVA order number, when printed. If this field is not visible, your organization chose not to have it displayed. This field can serve to cross-reference internal requisition/order numbers, or any other information the organization deems important.

**If the order is a confirming order**, check the 'Confirming Order; Do Not Duplicate' Checkbox. *A message is automatically inserted in the Comments section warning the vendor not to duplicate.*

The 'View Accounting Information' link is an aid to allow one to view accounting code details - *after items are added to the requisition.*

*NOTE: Some agencies may have customized fields on this screen. eVA users should be instructed by agency Procurement personnel or agency eVA Lead of the proper use of these fields.*

You can select the 'Apply Label' link at the bottom of the screen if you'd like a copy of this transaction to appear in a particular label for later reference.

4. Referring to the middle portion of the screen, click the appropriate button to add items.

Line Items (0)

☐

No.

Type

Solicit

Description

Add from Catalog...

Add Non-Catalog Item...

## FINDING CATALOG ITEMS

The catalog screen allows you to search for desired items. Only vendors who offer a catalog will appear in this section. Additional search filters appear in the left side of your screen when you enter a particular KEYWORD. If you see a 'Buy from Supplier' button, refer to the section labeled: Adding Items from a Punchout Catalog.

The screenshot displays the EVA catalog search interface. At the top, there's a navigation bar with 'My Home', 'My Orders/My UPS', 'My Approvals', and 'My Quick Quote Req's'. Below this is a search bar with 'shredder' entered. The left sidebar contains filters for Keyword, Category, Supplier, Manufacturer, Price, Type Name, Contract Number, Contract Type, and Minority Owned Business. The main content area shows search results for 'shredder' with three items listed: '00038 Mandolin Cutter/Shredder, stainless steel ...', '100X 10PG CROSS SHREDDR', and '104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...'. Each item has a 'Buy from Supplier' button. A yellow callout box points to the 'Buy from Supplier' button for the 'SHREDDER, PS-12CS' item, stating: 'This button means this vendor has a PUNCHOUT catalog site. Click the button to navigate to that site.' Another white callout box on the left sidebar states: 'You can drill down further in any above category'.

**Refine your results**

**Keyword**

- cut (788)
- duty (457)
- powershred (315)
- strip (273)
- cross (269)
- Show All ...

**Category**

- Medical imaging dry ... (1)
- Other (1)
- Other (528)
- Other (84)
- Purchasing Agreement (1)
- Show All ...

**Supplier**

- BEK-LLC (38)
- COMPLETE PRODUCTS (1)
- SUPPLY BROTHERS INC (63)
- W W GRAINGER INC (4)
- WYTHEVILLE OFFICE ... (1)
- Show All ...

**Manufacturer**

- ACCO BRANDS (19)
- COMPUC (12)
- Fellowes Inc (22)
- Olympia (1)
- Safco Products ... (1)
- Show All ...

**Price**

- \$1.00000 - ... (9)
- \$10.00000 - ... (147)
- \$100.00000 - \$1,000 ... (245)
- \$1,000.00000 - ... (205)
- \$10,000.00000 - ... (7)
- Show All ...

**Type Name**

- evacatalogsearch (1324)

**Contract Number**

- 38596-80 (1)
- 6150402-11VP (19)
- E194-510 (11)

**Contract Type**

- 5-Optional (19)
- 77-Agency Contract (1)
- 8-Purchasing ... (11)
- 99 (1531)

**Minority Owned Business**

- fff (1227)

**PR4765986: Purchase for 4 books from Geological Society of Am...** **Items:1 Total: \$220.00000 USD** **Prev Next Checkout Exit**

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.

**Catalog Home**

Catalog **shredder** **Search Options** **Create Non-Catalog Item**

Supplier Filter:

Your search path: **Catalog** > "shredder"

1,562 items found Show: 20/50/100 results per page Sort By: **Relevance** | Price | Best selling | Name **View: Details | Thumbnails**

**Add to Cart Compare Add to Favorites** Page 1

**00038 Mandolin Cutter/Shredder, stainless steel ...** Supplier: [KITCHEN SPECIALTIES](#)

\$166.39000 USD **Qty: 1** **Add to Cart Add to Favorites**

Supplier Part #: MM-138  
Recycled/Green Product: ☒  
Contract Type: 99  
Contract #:  
Effective Date:  
Contract Link: [\[?\]](#)  
Available in: 3 Day(s)  
Manufacturer Name: Admiral Craft  
P-Cards Accepted: Visa; Mastercard; Discover  
Service Areas:  
Small Business: ☒  
Minority Owned Business: ☐  
Woman Owned Business: ☐  
00038 Mandolin Cutter/Shredder, stainless steel frame & knife, pusher, safety guard, adjustable reversible slicer device, 38 blade knife in two widths (3mm-1/8in and 10mm-3/8in), 16inL x 5inW x 2inH (folded)

**100X 10PG CROSS SHREDDR** Supplier: [SAM INTERNATIONAL INFORMATION TECHNOLOGY](#)

\$65.83000 USD **Qty: 1** **Add to Cart Add to Favorites**

Supplier Part #: H5027016  
Recycled/Green Product: ☐  
Contract Type: 99  
Contract #:  
Effective Date:  
Contract Link: [\[?\]](#)  
Available in: 10 Day(s)  
Manufacturer Name: ROYAL  
P-Cards Accepted:  
Service Areas:  
Small Business: ☐  
Minority Owned Business: ☐  
Woman Owned Business: ☐  
100X 10PG CROSS SHREDDR

**104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...** Supplier: [CORPORATE OFFICE SOLUTIONS, LLC](#)

\$998.00000 USD **Qty: 1** **Add to Cart Add to Favorites**

Supplier Part #: HSM1043CC

**SHREDDER, PS-12CS** Supplier: [THE SUPPLY ROOM CO - VDH](#)

\$0.00000 USD \* **Buy from Supplier Add to Favorites**

Supplier Part #: FEL3271301  
Recycled/Green Product: ☐  
Contract Type: 99  
Contract #:  
Effective Date:  
Contract Link: [\[?\]](#)  
Available in: 1 Day(s)  
Manufacturer Name: Fellowes  
P-Cards Accepted:  
Service Areas:  
Small Business: ☒  
Minority Owned Business: ☐  
Woman Owned Business: ☒  
SHREDDER, PS-12CS

**You can drill down further in any above category**

**This button means this vendor has a PUNCHOUT catalog site. Click the button to navigate to that site.**

## COMPARING CATALOG ITEMS

When searching catalogs, you can choose multiple items for side-by-side comparison by selecting the boxes next to the items and clicking the Compare button. This feature is NOT available for punchout vendors (see Punchout Catalog section for more information on Punchout).

Add to Cart
Compare
Add to Favorites
Page 1

**00038 Mandolin Cutter/Shredder, stainless steel ...**  
**\$166.39000 USD** ?  
Qty:   
Add to Cart Add to Favorites

Supplier: [KITCHEN SPECIALTIES](#)  
Supplier Part #: MM-138  
Recycled/Green Product: ☒  
Contract Type: 99  
Contract #:  
Effective Date:  
Contract Link: ?  
Available in: 3 Day(s)  
Manufacturer Name: Admiral Craft  
P-Cards Accepted: Visa; Mastercard; Discover  
Service Areas:  
Small Business: ☒  
Minority Owned Business: ☐  
Woman Owned Business: ☐  
00038 Mandolin Cutter/Shredder, stainless steel frame & knife, pusher, safety guard, adjustable reversible slicer device, 38 blade knife in two widths (3mm-1/8in and 10mm-3/8in), 16inL x 5inW x 2inH (folded)

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**100X 10PG CROSS SHREDDR**  
**\$65.83000 USD** ?  
Qty:   
Add to Cart Add to Favorites

Supplier: [SAM INTERNATIONAL INFORMATION TECHNOLOGY](#)  
Supplier Part #: H5027016  
Recycled/Green Product: ☐  
Contract Type: 99  
Contract #:  
Effective Date:  
Contract Link: ?  
Available in: 10 Day(s)  
Manufacturer Name: ROYAL  
P-Cards Accepted:  
Service Areas:  
Small Business: ☐  
Minority Owned Business: ☐  
Woman Owned Business: ☐  
100X 10PG CROSS SHREDDR

☒ ←

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**104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...**  
**\$998.00000 USD** ?  
Qty:   
Add to Cart Add to Favorites

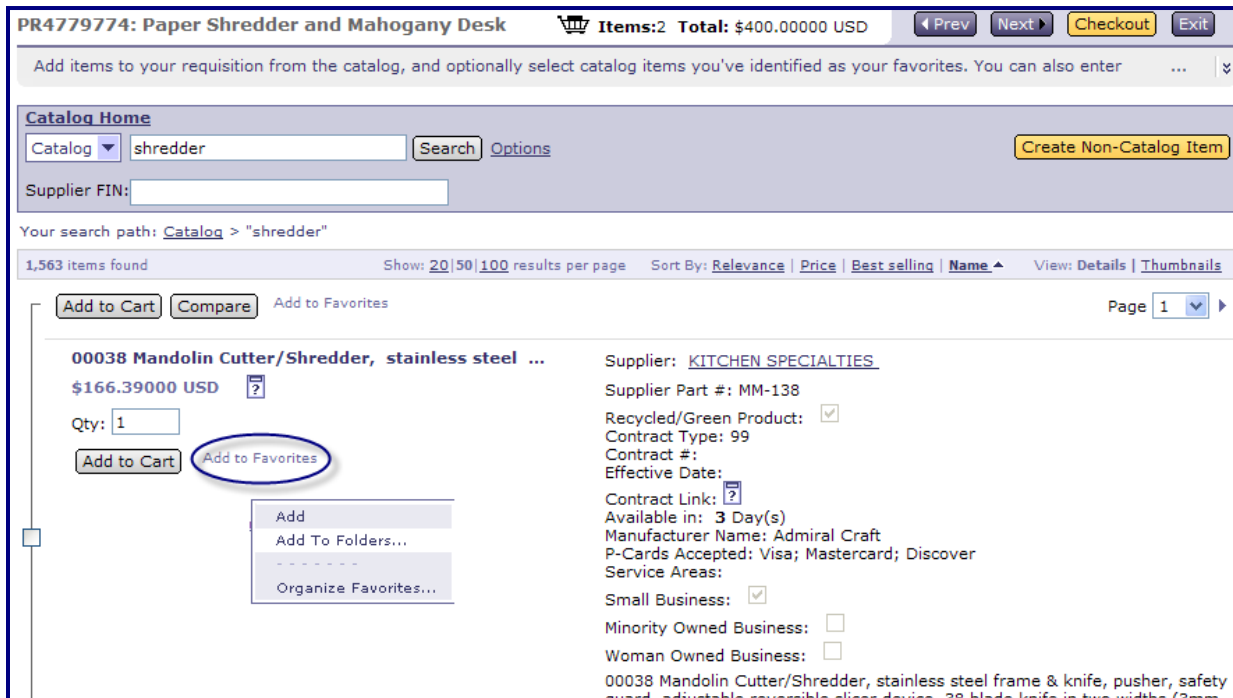
Supplier: [CORPORATE OFFICE SOLUTIONS, LLC](#)  
Supplier Part #: HSM1043CC  
Recycled/Green Product: ☐  
Contract Type: 99  
Contract #:  
Effective Date:  
Contract Link: ?  
Available in: 2 Day(s)  
Manufacturer Name: HSM OF AMERICA  
P-Cards Accepted: Visa; Master Card; AMEX  
Service Areas: ALL  
Small Business: ☒  
Minority Owned Business: ☐  
Woman Owned Business: ☒  
104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET CAPACITY

☒ ←

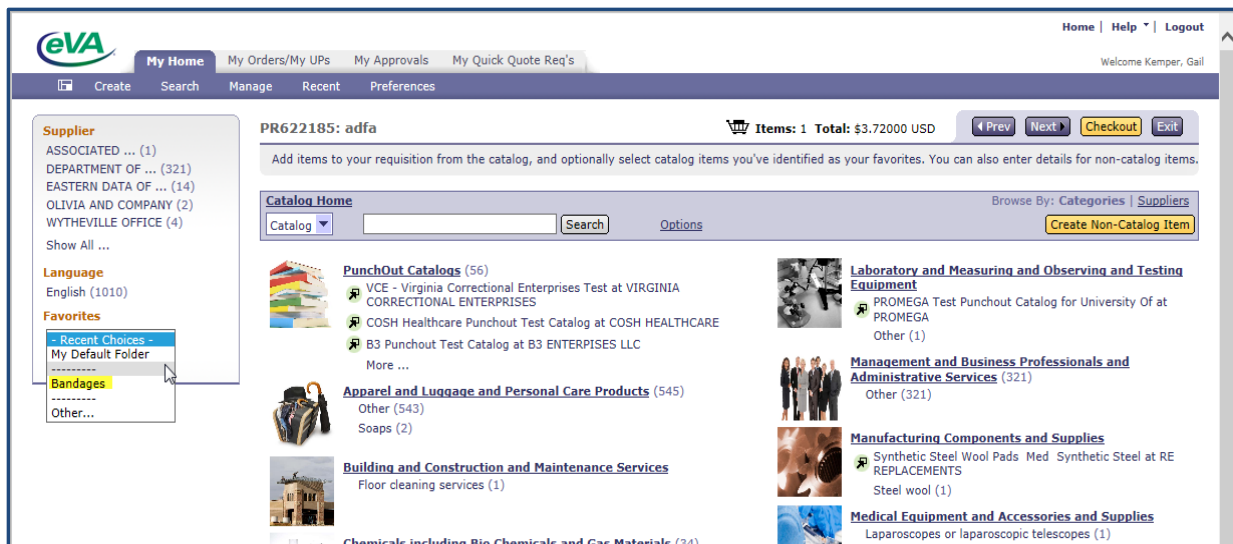
Compare Items				Done
	Qty: <input type="text" value="1"/>	<span>Add to Cart</span>		
Item Image				
Recycled/Green Product	<input type="checkbox"/>			
Price	\$65.83000 USD			\$998.00000 USD
Product Description	100X 10PG CROSS SHREDDR			104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET CAPACITY
Supplier	<a href="#">SAM INTERNATIONAL INFORMATION TECHNOLOGY</a>			<a href="#">CORPORATE OFFICE SOLUTIONS, LLC</a>
Supplier Part #	H5027016			HSM1043CC
Manufacturer	ROYAL			HSM OF AMERICA
Manufacturer Part #	29171Y			HSM1043CC
Available in	10 Day(s)			2 Day(s)
Contract Number				
Contract Type	99			99
Service Areas				ALL
Supplier FIN	770517739			\$41829993
Information from Supplier	<a href="http://www.applied-computer.com/Inventories/eRedirect.aspx?ID=H5027016&amp;GroupID=000000">http://www.applied-computer.com/Inventories/eRedirect.aspx?ID=H5027016&amp;GroupID=000000</a>			<a href="http://www.opictures.com/singleimages/240/HSM1043CC_1_3.JPG">http://www.opictures.com/singleimages/240/HSM1043CC_1_3.JPG</a>
Information from Manufacturer	<a href="https://www.dqs.state.va.us/NonContractItem/index.asp">https://www.dqs.state.va.us/NonContractItem/index.asp</a>			<a href="https://www.dqs.state.va.us/NonContractItem/index.asp">https://www.dqs.state.va.us/NonContractItem/index.asp</a>
Effective Date				
Market Price	\$69.99000 USD			\$998.00000 USD
Small Business	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Minority Owned Business	<input type="checkbox"/>			<input type="checkbox"/>
Woman Owned Business	<input type="checkbox"/>			<input checked="" type="checkbox"/>
				Done

## SAVING ITEMS AS FAVORITES

To save an item as a favorite, simply click the 'Add' option, or, to add the item to an existing folder, click the Add to Folders option. The 'Organize Favorites' option allows you to create, modify, or delete favorite folders.



For future orders, you can easily search your Favorites by clicking the down arrow in the Favorites field in the left menu.



The system immediately retrieves your item, *denoted as a favorite by the STAR*.

PR622185: Items: 1 Total: \$3.72000 USD

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.

**Catalog Home**

Catalog  Search Options [Create Non-Catalog Item](#)

These items are from favorite folder "Bandages".

1 items found Sort By: Relevance | Price | Best selling | Name View: Details | Thumbnails

Cardinal Health ~ Bandages, Catheters, Etc.  
\$5.99000 USD    
Qty:

Supplier: OLIVIA AND COMPANY  
Supplier Part #: Line 1 ~ A  
Recycled/Green Product: ☐  
Contract Type: 99  
Contract #:   
Effective Date:   
Contract Link:   
Available in: 3 Day(s)  
Manufacturer Name: Cardinal Health  
P-Cards Accepted: YES  
Service Areas:  
Small Business: ☐  
Minority Owned Business: ☐  
Woman Owned Business: ☒  
Micro Business: ☐  
Cardinal Health ~ Bandages, Catheters, Etc.

These items are from favorite folder "Bandages".

Can't find what you are looking for? [Create a non-catalog item.](#)

## SAVING SEARCHES

Saving your search for commonly purchased items can be the most efficient way to navigate the catalog screen. After narrowing your search, you can save this group by clicking the Options link, then clicking on the "Save current Search" link in your down down menu. (Saving a search ensures that when viewing the search, any newer catalog item added for that saved commodity displays. This helps to quickly identify best pricing.)

PR4762409: Paper Shredder Items: 2 Total: \$11

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites.

**Catalog Home**

Catalog  Paper shredder Search Options

Supplier FIN:

Your search path: [Catalog](#) > "Paper shredder"

768 items found

**Additional**

- Supplier Part #
- Manufacturer Part #
- ✓ Supplier FIN

**Saved searches**

- Save current search...
- Run 'mens shirts'
- Run 'server search'

When clicking 'Save current search...', the following screen appears. The name of your search displays (can be edited). Click the SAVE button.

eva Home Procurement Welcome Admin, D333

Create Search Manage Recent Preferences

**Save Catalog Search**

Choose a descriptive name for this search. This will help you to find and reuse it later in the search options menu.

Search Name:  Office Supplies

The next time you return to the catalog screen, click the Options link. On resulting popup, choose the “Run” link that matches the name of your saved search.

The screenshot shows the 'Catalog Home' interface. At the top, there's a search bar with a 'Search' button and a link to 'Options'. Below the search bar, there's a 'Supplier Part #' field. The 'Options' dropdown menu is open, showing 'Additional' options (Supplier Part #, Manufacturer Part #) and 'Saved searches' (Save current search..., Run 'Office Supplies', Other...). The 'Run 'Office Supplies'' option is circled in red. On the left, there are links to 'Contracts (10)', 'Purchasing Agreement (2)', and 'PunchOut Catalogs (11)'. On the right, there are links to 'Laboratory and Measuring and Observing and Testing Equipment (943)', 'Plant and Animal Material and Accessories and Supplies (464)', and 'Management and Business Professionals and Administrative Services (552)'.

When viewing a catalog in the eMail, an ‘Add to Cart’ button displays next to the available line item. Clicking this button adds the item to your shopping cart. If you see a ‘Buy From Supplier’ button instead of an ‘Add to Cart’ button, this signifies you can punch out to the vendor’s website to select the item. (Covered later in this guide.)

The screenshot shows a catalog item page with two items. The first item is '9r1 description 1' with a price of \$7.99000 USD and a quantity of 1. The 'Add to Cart' button is circled in red. The second item is '9r1 description 11 updated' with a price of \$7.99000 USD and a quantity of 1. The 'Add to Cart' button is also visible. On the right, there are details for each item, including Supplier, Supplier Part #, Recycled/Green Product, Contract Type, Contract #, Effective Date, Contract Link, Available in, Manufacturer Name, P-Cards Accepted, Service Areas, Small Business, Minority Owned Business, and Woman Owned Business.

To select multiple quantities of the same item at one time, key the quantity you desire and click the ‘Add to Cart’ button.

**NOTE:** Additions/changes to quantities for line items ordered from a vendor’s punchout site must be done at the established vendor’s website established for eVA.

The catalog screen can be sorted or viewed in a number of different ways. Experiment with the various choices shown in the 'Sort by' and/or 'View' section [shown below the 'Create Non-Catalog Item' button].

In the below screen, for example, items are illustrated in a 'Thumbnail' view. To view product details of a particular item without switching your view, simply click the underlined product description.

**Catalog Home**

Catalog  Search Options [Create Non-Catalog Item](#)

Supplier FIN:

Your search path: [Catalog](#) > "Paper shredder"

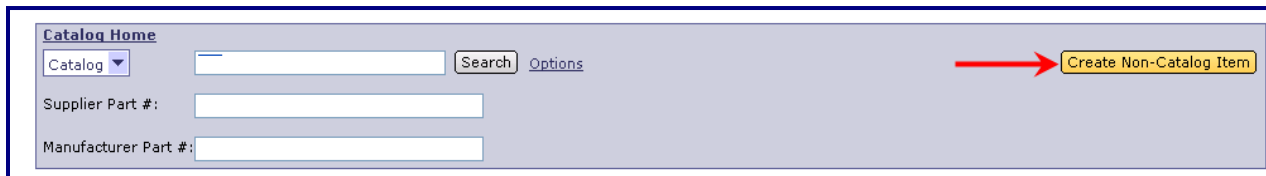
768 items found Show: [20](#) | [50](#) | [100](#) results per page Sort By: [Relevance](#) | [Price](#) | [Best selling](#) | [Name](#) View: [Details](#) | [Thumbnails](#)

[Add to Cart](#) [Compare](#) [Add to Favorites](#) Page 1

<input type="checkbox"/> <b>100X 10PG CROSS SHREDDER</b> \$65.83000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input checked="" type="checkbox"/> <b>104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...</b> \$998.00000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>104.3 CONTINUOUS-DUTY STRIP-CUT SHREDDER, 24 ...</b> \$757.00000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>
<input type="checkbox"/> <b>108.2CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...</b> \$1,262.00000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>108.2 HEAVY-DUTY STRIP-CUT SHREDDER, 24 SHEET ...</b> \$1,009.00000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>10 Sheet Cross Cut Shredder (29157K)</b> \$80.89000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>
<input type="checkbox"/> <b>10-Sheet Cross Cut Shredder (SESD1026M)</b> \$67.87000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>10-Sheet Micro Cut Shredder (SESM1050)</b> \$129.76000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>125.2CC MEDIUM-DUTY CROSS-CUT SHREDDER, 18 SHEET ...</b> \$2,241.00000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>
<input type="checkbox"/> <b>125.2HSL6 CONTINUOUS-DUTY HIGH-SECURITY CROSS-CUT ...</b> \$5,425.00000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>125.2 MEDIUM-DUTY STRIP-CUT SHREDDER, 30 SHEET ...</b> \$1,917.00000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>12-Sheet Cross Cut Shredder (SESC1290)</b> \$78.79000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>
<input type="checkbox"/> <b>12-SHEET MEDIUM-DUTY CROSS-CUT SHREDDER, 12 SHEET ...</b> \$249.99000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>140MX X-CUT SHREDDER</b> \$124.65000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>14-SH MICRO CUT SHREDDER</b> \$178.79000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>
<input type="checkbox"/> <b>15-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 15 SHEET ...</b> \$449.99000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>20-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 20 SHEET ...</b> \$499.99000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>	<input type="checkbox"/> <b>2127C Shredder Cross Cut (FEL3440101)</b> \$1,093.21000 USD Qty: <input type="text" value="1"/> <a href="#">Add to Cart</a> <a href="#">Add to Favorites</a>
<input type="checkbox"/> <b>2127S Shredder Strip Cut (FEL3440501)</b> \$956.28000 USD	<input type="checkbox"/> <b>225.2CC OFFICE HEAVY-DUTY CROSS-CUT SHREDDER, 27 ...</b> \$3,121.00000 USD	<input type="checkbox"/> <b>225.2 HEAVY-DUTY STRIP-CUT SHREDDER, 42 SHEET ...</b> \$2,768.00000 USD

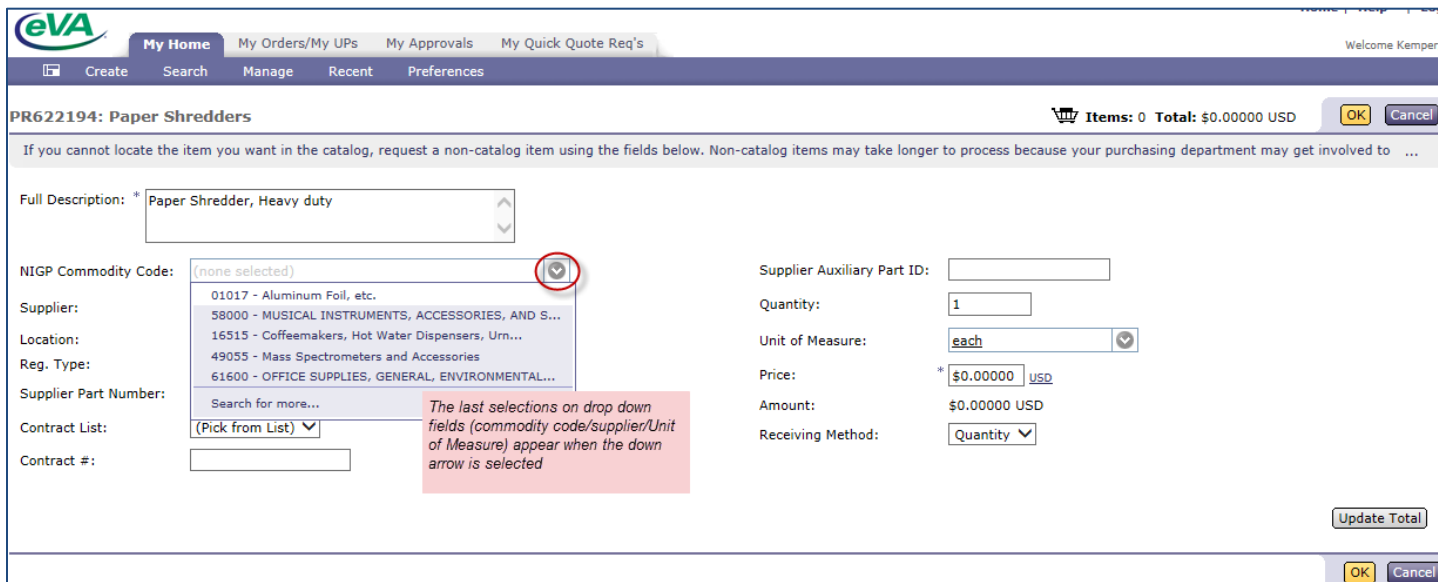
## CREATING NON-CATALOG ITEMS

If there are no catalog choices for your item(s), click the 'Create Non-Catalog Item' button, as shown on the main Catalog screen or the Checkout screen. **NEVER ADD SENSITIVE INFORMATION SUCH AS A TAX ID OR AN SSN IN THE ITEM DESCRIPTION OR OTHER FIELDS.**



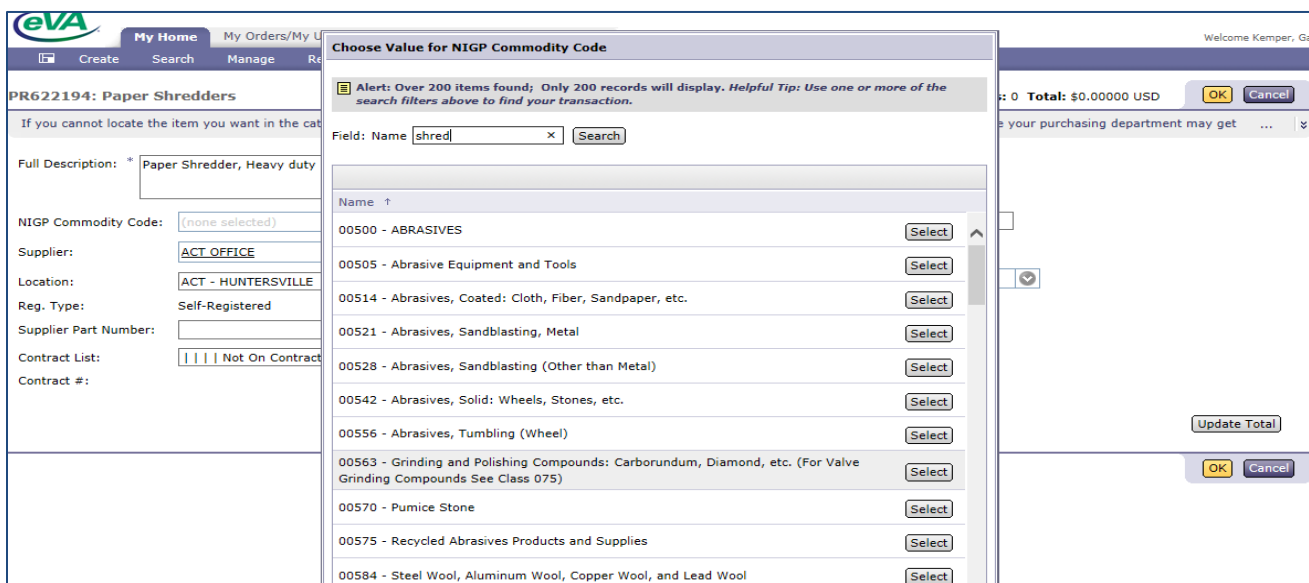
The screenshot shows the 'Catalog Home' interface. It includes a search bar with a dropdown menu set to 'Catalog', a search button, and an 'Options' link. Below the search bar are input fields for 'Supplier Part #' and 'Manufacturer Part #'. A red arrow points to a yellow button labeled 'Create Non-Catalog Item' in the top right corner.

5. When the following screen appears, enter the appropriate fields:



The screenshot shows the 'PR622194: Paper Shredders' screen. It features a navigation bar with 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. The main content area includes a 'Full Description' field with 'Paper Shredder, Heavy duty'. Below this is a 'NIGP Commodity Code' dropdown menu with a search icon circled in red. To the right of the dropdown is a text box with the instruction: 'The last selections on drop down fields (commodity code/supplier/Unit of Measure) appear when the down arrow is selected'. Other fields include 'Supplier', 'Location', 'Reg. Type', 'Supplier Part Number', 'Contract List', 'Contract #', 'Supplier Auxiliary Part ID', 'Quantity', 'Unit of Measure', 'Price', 'Amount', and 'Receiving Method'. The 'Price' field is set to '\$0.00000 USD'. The 'Amount' field is set to '\$0.00000 USD'. The 'Receiving Method' is set to 'Quantity'. There are 'Update Total', 'OK', and 'Cancel' buttons at the bottom right.

When conducting a search on a drop-down field, you will be presented with a search screen. Key a description of the data you are seeking. If at first you do not get expected results, consider entering a portion of your description or alternate description to locate the proper code. When your item appears, click the Select button.



The screenshot shows the 'Choose Value for NIGP Commodity Code' search screen. It features a search bar with the text 'shred' and a search button. Below the search bar is a list of results with columns for 'Name' and 'Select'. The results include various categories of abrasives and grinding compounds. The 'Select' button is highlighted for the first result, '00500 - ABRASIVES'. There are 'Update Total', 'OK', and 'Cancel' buttons at the bottom right.

When searching for a vendor, you will see the below screen. The search field defaults to “All”. Regardless of what’s entered in the Search field, the system searches for any variation of values (Name, TIN/TaxID, eVA Vendor Customer#, etc.) shown in the dropdown.

**Choose Value for Supplier**

Field: All

Supplier:

Location:

Reg. Type:

Supplier Part Number:

Contract List:

Contract #:

Supplier	VCUST#	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Reg. Type	VCUST#	
(No Preference) <input type="button" value="Select"/>												
<a href="#">OLIVIA AND COMPANY</a>	969879899	OLIVE TWO	P Street	Richmond	VA	URL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000483	<input type="button" value="Select"/>
<a href="#">OLIVIA AND COMPANY</a>	000213123	OLIVIA ADD LOC	smith street	richmond	VA	Print	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000567	<input type="button" value="Select"/>
<a href="#">OLIVIA AND COMPANY</a>	000213123	OLIVIA PHOENIX	Phoenix go street	richmond	VA	URL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000480	<input type="button" value="Select"/>

- Click the Select button when you see the desired supplier and location. You will be returned to the Non-Catalog Item screen to finish adding data in the remaining fields. If the Contact field is blank after selecting your supplier, this means multiple ordering locations are available for selection. You must click the [select] link next to this field to select the appropriate ordering location. If your vendor search returns no results and you are confident the vendor is NOT registered, contact the vendor to request that they register. Although the system allows entry of a new vendor (known as ‘ad hoc vendor’), this action is discouraged (and often prevented by an approver). If the vendor refuses to register, consult your agency eVA Lead at your agency as to whether this vendor can be entered into the system as a ‘State Entered’ vendor. Your entity eVA lead or DGS Account Executive can provide more information regarding this.

**NOTE:** Vendors added as ad hoc vendors are not retained in the system for future selection.

It’s important vendors understand the importance of registering so they don’t lose out on bidding and/or order opportunities. Registered vendors are not billed a fee until they receive an eVA order.

If the selected vendor has a contract, it's **important** to choose the contract number from the contract list. If you know the item is on contract but the contract number does not appear in the list, select 'Item on Contract but number not in List' and enter the appropriate number in the Contract# field. If the item is not on contract, select 'Not on Contract', as shown below.

The screenshot shows the eVA system interface for adding a new item to a purchase request. The header includes the eVA logo and navigation tabs: My Home, My Orders/My UPS, My Approvals, New Dashboard Tab, and More ... A welcome message for Doug McDowell is visible. The main section is titled 'PR491236: Office Supplies for Joe Dixon - Labs' and shows 'Items: 0 Total: \$0.00000 USD'. A note states: 'If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because ...'. The form fields are as follows:

- Full Description: \*Paper Shredder, Heavy Duty
- NIGP Commodity Code: 60082 - Shredders, Paper and Media
- Supplier: THOMAS OFFICE PRODU
- Location: THOMAS OFFICE SUPPLIES [ select ]
- Reg. Type: State-Entered
- Supplier Part Number:
- Contract List: [ ] [ ] [ ] Not On Contract
- Contract #:
- Supplier Auxiliary Part ID:
- Quantity: 1
- Unit of Measure: each
- Price: \$450.00000 USD
- Amount: \$0.00000 USD
- Receiving Method: Quantity (selected), Quantity, Amount

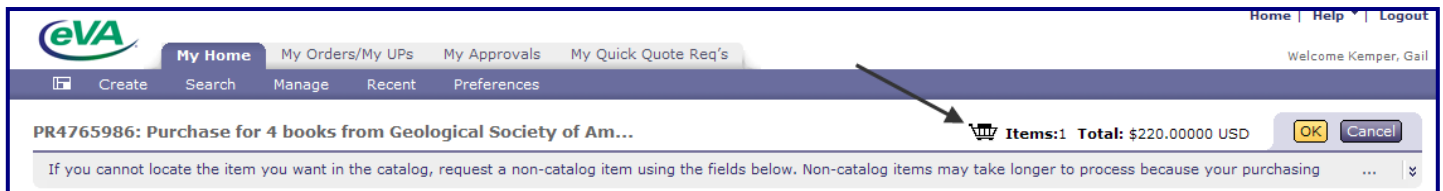
Buttons for 'Update Total', 'OK', and 'Cancel' are present at the bottom right.

When adding the Unit of Measure, be sure to think through how this product/service will be received and invoiced. An improper choice could adversely impact Receiving and Accounts Payable. For example, you wouldn't want to add a Quantity of 1 and Unit of Measure of 'Lot' for a full 6 months of manpower service. It's likely the vendor will bill your agency at least monthly for the number of hours worked.

If your agency has enabled the option to receive by Amount, you will see this choice in the drop down of the Receiving Method field.

## COPYING ITEMS

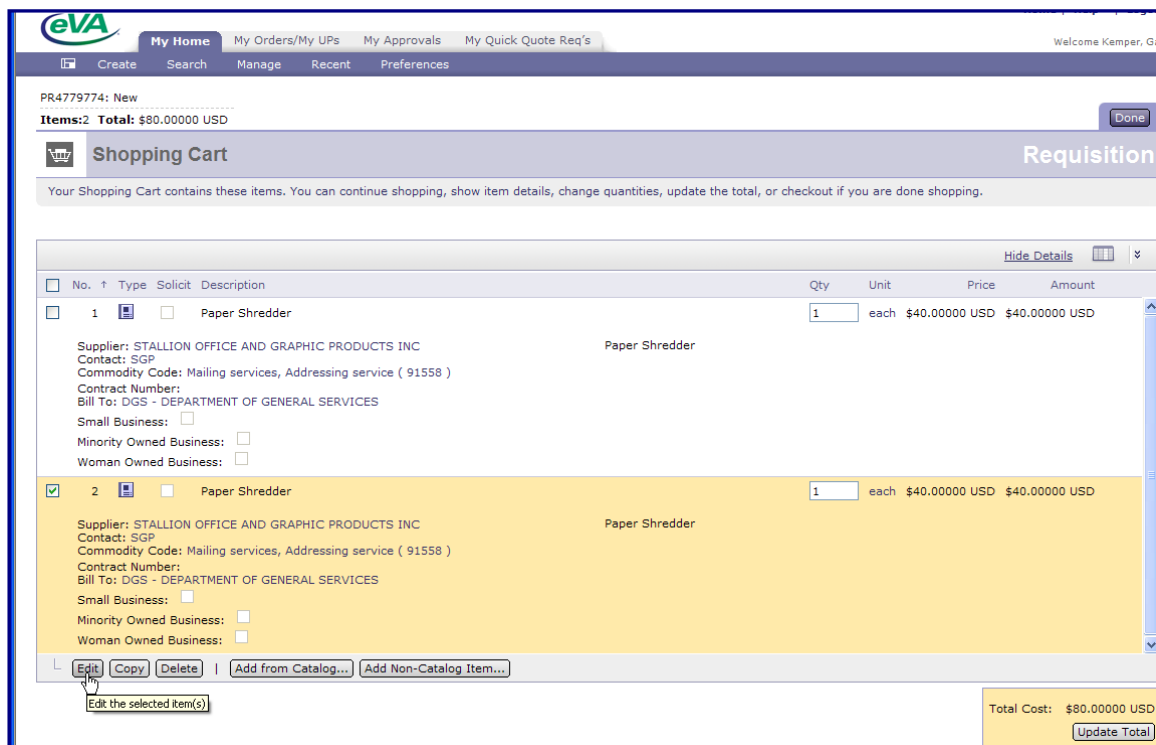
When ordering multiple non-catalog items from the same supplier, you may find it easier to simply copy the existing line item rather than add all the information again. First, click the shopping cart ICON at the top of your screen.



When the shopping cart opens, check the box to the left of the item and click the 'Copy' button.



If you need to make changes for something *other than quantity*, check the box next to the new Item # and click the 'Edit' Button.



When below screen appears, you may edit any *open* field.

PR491236: Office Supplies for Joe Dixon - Labs

OKCancel

This is a summary of the item you selected. Change any editable field, and save your changes.

LINE ITEM DETAILS

Market Price:

No.:

1

Description:

Paper Shredder, Heavy Duty

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

1

UOM:

each

Price:

\$450.0000

USD

Receiving Method:

Quantity

NIGP Commodity Code:

60082 - Shredders, Paper and Media

Supplier:

THOMAS OFFICE PRODI

Location:

THOMAS OFFICE SUPPLIES [ select ]

Reg. Type:

State-Entered

Contract List:

Not On Contract

Contract #:

Minority Business:

☐

Woman Owned Business:

☐

Micro Business:

☐

Bill To:

A13608-VITA - Fairfax Office

Additional Data:

ERP PO Number:

ACCOUNTING - BY LINE ITEM

Fund:

AA11-

Program:

10-

Sub-Object:

T9-

Cost Center:

(none selected)

Billing Element:

A99-

Split Accounting

SHIPPING - BY LINE ITEM

Ship To:

\* A13604-VITA - Eastern Office

Deliver To:

\* doug1

Need-by Date:

COMMENTS - BY LINE ITEM

Add Comment

ATTACHMENTS - BY LINE ITEM

Add Attachment

OKCancel

When changes are completed, click the OK button. If presented with a blank non-catalog screen after clicking OK, you may add an additional non-catalog item or click the CANCEL button to return to the main Catalog screen.

## ADDING ITEMS FROM A PUNCHOUT CATALOG

When a catalog item shows a 'Buy from Supplier' button, it means the vendor has connected their website to the eVA website, so you are 'punching out' to that site; thus the term 'Punchout' catalog. If you know your vendor has a punchout catalog, do NOT conduct a search for your item inside eVA. Go directly to the PUNCHOUT category and click on the link.

**PR4762409: Paper Shredder** **Items:2 Total: \$116.00000 USD** [Prev](#) [Next](#) [Checkout](#)

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your

**Catalog Home** [Browse By: Categories | Suppliers](#)

[Catalog](#)  [Search](#) [Options](#) [Create Non-Catalog Item](#)

Supplier FIN:

**Contracts (386)**  
Mandatory (139)  
Optional Source (106)  
Agency Specific (141)

**Purchasing Agreement (19)**  
Purchasing Agreement (19)

**PunchOut Catalogs (161)**  
 [A1 Premiere Office Products Punchout Catalog at PREMIERE COLORS](#)  
 [Ball Office Products - For VCU USE ONLY- Punchout at BALL OFFICE PRODUCTS](#)  
 [Bio Rad Laboratories Inc Contract Punchout for at BIO-RAD LABORATORIES, INC - LIFE SCIENCES](#)  
[More ...](#)

**VITA Contracts (5)**  
[SHI International Corp Punchout: \\*\\*FOR](#)

**Information Technology Broadcasting and Telecommunications (737697)**  
Communications Devices and Accessories (3253)  
Components for information technology or broadcasting telecommunications (14365)  
Computer Equipment and Accessories (646225)  
[More ...](#)

**Laboratory and Measuring and Observing and Test Equipment (70610)**  
Laboratory and scientific equipment (16461)  
Measuring and observing and testing instruments (3439)  
Laboratory supplies and fixtures (19756)

**Live Plant and Animal Material and Accessories and Supplies (269)**  
Other (3)  
Pet toys (1)  
Animal feed (62)

When only the PUNCHOUT category displays, enter the vendor's name in the Search field and click the SEARCH button. When you see your vendors catalog, be sure to click on the name below the main Supplier heading. Once in the vendor's website, begin shopping for your items. State contract pricing, if applicable, is configured into this setup to give you best pricing.

**Supplier Punchout Catalog Resources**

▼ **THE SUPPLY ROOM CO (2)** ▼

[The Supply Room Company Punchout Catalog - VAPP I](#)

[The Supply Room Company Punchout Catalog - VAPP I](#)

Although punchout websites have similar functions, there are no specific standards or rules which govern how the supplier must design his/her site for eVA usage other than it must be in compliance for sending items back to the eVA Requisition and offer contract pricing, if applicable. Below is an example of a punchout site, which appears after clicking the 'Buy from Supplier' button.

The screenshot shows the TSRC, Inc. website. At the top, there's a navigation bar with links: Home, About Us, Contact Us, Help. Below this, a sidebar on the left contains a 'QuickSearch' box, a 'QuickOrder' button, and a 'MyShoppingCart' section showing 0 items in the cart with a subtotal of \$0.00. The main content area features a 'Thank you for choosing TSRC for all your office supply needs!' message, followed by a 'Products' section with a 'Help' button. Below this is an 'All Categories' section with two columns of links: Office Supplies (Binders & Accessories, Boards & Easels, Business/Travel Bags & Accessories, Calendars & Planners, Cash Handling, More...) and Technology (Audio & Video Players, Cameras & Scanners, Computer Accessories, Computers, Displays & Digital Projectors, More...). A second column shows Furniture (Armoires & Bookcases, Carts & Stands, Chairs, Chair Mats & Accessories, Filing, Storage & Accessories, Furniture Accessories, More...) and Facility & Breakroom (Breakroom Supplies, Cleaning Equipment, Cleaning Supplies, Climate Control, Facility Supplies, More...). In the center, there's a white van with 'TSRC, Inc. ...We Deliver the Difference!' and 'the SUPPLY ROOM COMPANIES' written on it. Below the van, a welcome message states: 'Welcome to the SUPPLY ROOM Companies on-line ordering platform to provide you with the best shopping cart experience. We are your full service, Virginia based, small and women owned office products dealership.' An 'UPDATE:' section follows, stating: 'We have removed the 1.75% discount from orders. We have included this in the pricing of the items now.' At the bottom, there's a footer with links: Contact Us, About Us, Help, Privacy Policy.

The screenshot shows the 'My Shopping Cart' page. The sidebar on the left is identical to the previous screenshot, but the 'MyShoppingCart' section now shows 1 item in the cart with a subtotal of \$3.72. The main content area has a heading 'My Shopping Cart' and a message: 'These are the items you have added to your shopping cart. You can continue shopping or check out.' Below this are buttons for 'Continue Shopping', 'Print', 'Empty Cart', 'Save Changes', and 'Check Out'. The 'Subtotal: \$3.72' is displayed. A table lists the items in the cart:

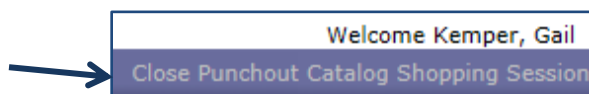
Item #	Your Price	Packaging	Quantity	Ext. Price	Delete
ROL67691	\$3.72/ Pack	40/Pack	1	\$3.72	<input type="checkbox"/> Delete

Below the table, the item description is: 'Rolodex Business Card Sleeve Refill - 40 Card - Clear'. There's a 'Comments' field with a red 'X' icon and a '4' in a box. At the bottom, there are buttons for 'Print', 'Empty Cart', 'Save Changes', and 'Check Out', with the 'Subtotal: \$3.72' repeated.

Items selected at a Punchout site carry over to the eVA requisition. Regardless of the button selections on a vendor's website, **you are not creating an order on their site**. The vendor is not authorized to fulfill an eVA order until released from the eMail.

**IMPORTANT!** The quantity field for items on a punchout catalog inside eVA is non-editable. Any change to these items must be done at the vendor's punchout site. Additionally, punchout items cannot be copied within your eVA requisition. To easily return to the punchout site to make changes, simply click the underlined description of your line item.

If you mistakenly punch out to a vendors website or decide you do not want to order any items, click the 'Close Punchout Catalog Shopping Session' link shown at the top of the punchout site. You will be returned to the catalog screen for your eVA Requisition.



## EDITING LINE ITEMS (Add Details)

## Accounting

### For Mass Edit (accounting code example)

Click the checkbox next to each item that must carry the same accounting codes, then click the EDIT button. (Selecting the TOP checkbox, as circled, automatically selects all items.)

The next screen illustrates which line item was chosen as the 'sample' item. If a punchout item exists on your requisition, this will always be chosen as the 'sample item' for mass editing. If this happens, you will not be able to edit the supplier, contact information, commodity code or contract number. (If available, simply choose specific non-catalog items on the requisition if you wish to modify fields that are non-editable on catalog lines.) Be aware that if you combine non-catalog items with punchout items to the same vendor, this will result in two separate orders to that vendor.

Any change made to *the* displayed line applies to all other chosen lines. Any open field can be modified (e.g. Bill to, Accounting, Need-by Date, etc.)

Since the Mass Edit feature is used most often to populate accounting fields, this is the focus of the below example.

PR7497688: Supply Room - Paper for Pharos Printers Next Cancel

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Items](#) : [Review](#)

**Requisition item 1 is used as the sample item for mass edit.**

**LINE ITEM DETAILS**

Supplier: L2 SUPPLIES AND SERVICES LLC  
 Location: L2 SUPPLIES AND SERVICES LLC [ select ]  
 UNSPSC Code: 44120000  
 Contract Number:   
 Bill To: A21575-University of Mary Washington   
 Micro Business: ☒  
 Small Business: ☒  
 Minority Owned Business: ☒  
 Woman Owned Business: ☐  
 Reg. Type: Self-Registered

**ACCOUNTING - BY LINE ITEM**

Fund: (none selected)   
 Organization: (none selected)   
 Account: (none selected)   
 Program: (none selected)   
 Activity: (none selected)   
 Location: (none selected)

**SHIPPING - BY LINE ITEM**

Ship To: \* A21539-University of Mary Washington -Simpson Library   
 Deliver To: \* Pauline Jenkins   
 Need-by Date:

Select the drop-down arrow in the applicable accounting field and searching for the code or description. (If code is known, it can be entered directly.) To view/find available choices in editable fields, either click the [select] link to conduct a search or choose a previous choice from the drop-down arrow, whichever is applicable. *In the case of filtered accounting fields, change the accounting code by using the [select] link and searching for the value – even it appears in the dropdown list.*

#### NOTES:

*Although the Split Accounting button displays, it cannot be used for Mass Editing at this time.*

*Certain fields, such as comments and attachments, are NOT mass editable.*

Click the NEXT button after all changes have been entered. The following screen displays illustrating the change to be applied to all chosen lines.

PR7497688: Supply Room - Paper for Pharos Printers

These are the fields you have modified. Confirm or cancel the changes.

[Edit Items](#) : [Review](#)

Requisition item 1 is used as the sample item for mass edit.

Old Value	New Value
<b>Accounting</b>	
Fund: (no value)	Fund: (no value)
Organization: (no value)	Organization: 102511-Special Events
Account: (no value)	Account: (no value)
Program: (no value)	Program: (no value)
Activity: (no value)	Activity: (no value)
Location: (no value)	Location: (no value)

### For a Single Line edit (accounting code example):

Click the Edit button after choosing which line item to edit. Either conduct a search and select the code you need or type the value in directly. Click the OK button when done.

eVA My Home My Orders/My UPS My Approvals My Quick Quote Req's Welcome Kemper, Gal

PR7497688: Supply Room - Paper for Pharos Printers

This is a summary of the item you selected. Change any editable field, and save your changes.

**LINE ITEM DETAILS**

Market Price: \$363.54000 USD  
 No.: 1  
 Description: Ignition Series Low-Back Task Chair, Olivine Fabric Upholstery  
 Supplier Part Number: HONIT105CU82  
 Supplier Auxiliary Part ID: L2SuppliesandServices\_eVAcatalog  
 Qty: 1  
 UOM: each  
 Price: \$363.54000 USD  
 Commodity Code: Mailing supplies, Office supplies ( 61500 61600 )  
 Supplier: L2 SUPPLIES AND SERVICES LLC  
 Location: L2 SUPPLIES AND SERVICES LLC [ select ]  
 Reg. Type: Self-Registered  
 Contract #:   
 Small Business: ☒  
 Minority Business: ☒  
 Woman Owned Business: ☐  
 Micro Business: ☒  
 Warehouse Use Only:   
 NIGP Commodity Code:   
 Bill To: A21575-University of Mary Washington  
 Additional Data:   
 ERP PO Number:

**ACCOUNTING - BY LINE ITEM**

Fund: (none selected)  
 Organization: (none selected)  
 Account: (none selected)  
 Program: (none selected)  
 Activity: (none selected)  
 Location: (none selected)

[Split Accounting](#)

**SHIPPING - BY LINE ITEM**

Ship To: \* A21539-University of Mary Washington -Simpson Library  
 Deliver To: \* Pauline Jenkins  
 Need-by Date:   
[Add Comment](#)

**ATTACHMENTS - BY LINE ITEM**

[Add Attachment](#)

NOTE: Each agency may have a different label for accounting fields (e.g. Cardinal Fund)

## ... Split Accounting

When choosing the 'Split Accounting' button, a new screen opens to allow you to split coding into multiple value sets. When the correct percentage is reflected, a split amount appears below the percentage.

Line Item: Ignition Series Low-Back Task Chair, Olivine Fabric Upholstery

Split By: **Percentage**

**Add Split** **Update**

No.	Accounting Information	Split Amount	Action
1	Fund: (none selected) Organization: 101030-University Historian Account: (none selected) Program: (none selected) Activity: (none selected) Location: (none selected)	Split Percentage: 10% Split Amount: \$145.41600 USD	<b>Delete</b>
2	Fund: (none selected) Organization: 102510-Museum Shop Account: (none selected) Program: (none selected) Activity: (none selected) Location: (none selected)	Split Percentage: 90% Split Amount: \$1,308.74400 USD	<b>Delete</b>

Unallocated: 0%  
Total: 100%

**Add Split** **Update**

**OK** **Cancel**

After splitting a line, any additional splits can be added to the original split, if needed, by clicking the Add Split button again.

Once the split is accepted (Update and OK buttons clicked), the screen illustrates the split for the ONE line item. (2 accounting lines now exist for Line Item 2; shown below).

**LINE ITEM DETAILS**

Market Price: \$363.54000 USD

**No.:** 2

Description: Ignition Series Low-Back Task Chair, Olivine Fabric Upholstery

Supplier Part Number: HONIT105CU82

Supplier Auxiliary Part ID: L2SuppliesandServices\_eVAcatalog

Qty: 4

UOM: each

Price: \$363.54000 USD

Commodity Code: Mailing supplies, Office supplies ( 61500 61600 )

Supplier: L2 SUPPLIES AND SERVICES LLC

Location: L2 SUPPLIES AND SERVICES LLC [ select ]

Reg. Type: Self-Registered

Contract #:

Small Business: ☒

Minority Business: ☒

Woman Owned Business: ☐

Micro Business: ☒

Warehouse Use Only:

NIGP Commodity Code:

Bill To: A21575-University of Mary Washington

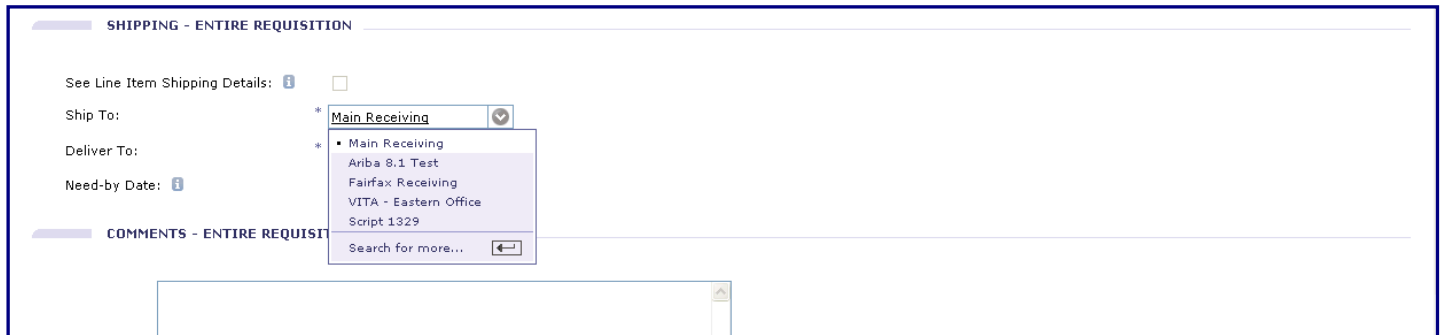
Additional Data:

**ACCOUNTING - BY LINE ITEM**

No.	Accounting Information	Split Amount	Action
①	Fund: (no value) Organization: 101030-University Historian Account: (no value) Program: (no value) Activity: (no value) Location: (no value)	Split Percentage: 10% Split Amount: \$145.41600 USD	
②	Fund: (no value) Organization: 102510-Museum Shop Account: (no value) Program: (no value) Activity: (no value) Location: (no value)	Split Percentage: 90% Split Amount: \$1,308.74400 USD	

## CHANGING SHIPPING INFORMATION

If multiple shipping addresses have been added to eVA for your organization, you can select an address other than your standard default shipping address by clicking the 'Search for more....' and conducting a search.

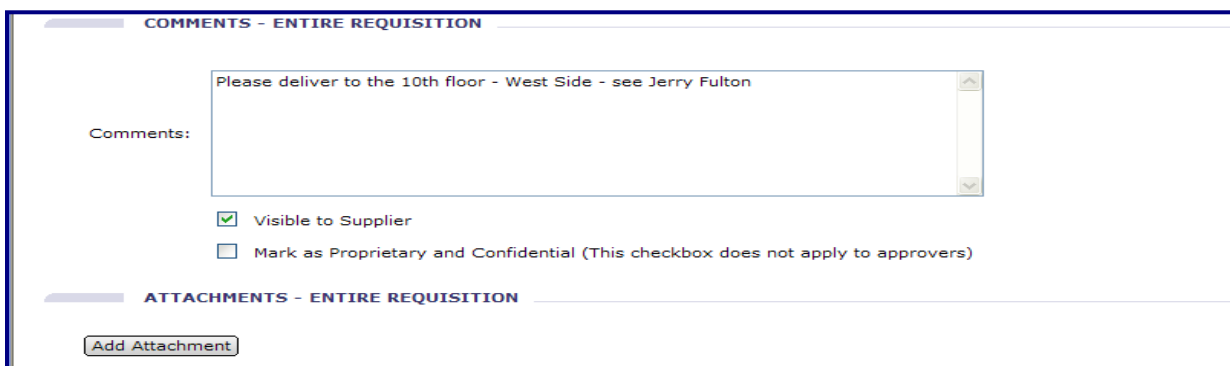


The screenshot shows the 'SHIPPING - ENTIRE REQUISITION' screen. It includes fields for 'See Line Item Shipping Details', 'Ship To:', 'Deliver To:', and 'Need-by Date:'. A dropdown menu is open for 'Ship To:', showing 'Main Receiving' as the selected option. Below it, a list of addresses is displayed: 'Main Receiving', 'Ariba 8.1 Test', 'Fairfax Receiving', 'VITA - Eastern Office', and 'Script 1329'. At the bottom of the dropdown is a 'Search for more...' button.

## ADDING COMMENTS/ATTACHMENTS

Comments and Attachments are independent of each other. Two hundred fifty five (255) character spaces are available for comments. Comments can be added either at the Summary screen level, or the line level (Edit Line Item screen). If you need to add multiple summary screen comments to a requisition, it must be done in a two-step process. You will need to add the first comment and submit the requisition. Immediately go back into the submitted requisition by clicking on the underlined PR# in the 'My Documents' section or retrieving it from the 'Recently Viewed' window of the eMall Home screen, click on the PR, and add the additional comment.

**CAUTION: Never add sensitive information such as a TaxID/TIN or Social Security Number in the Comments [or line item description].**



The screenshot shows the 'COMMENTS - ENTIRE REQUISITION' screen. It features a large text area for comments with the text 'Please deliver to the 10th floor - West Side - see Jerry Fulton'. Below the text area are two checkboxes: 'Visible to Supplier' (checked) and 'Mark as Proprietary and Confidential (This checkbox does not apply to approvers)' (unchecked). At the bottom of the screen is an 'Add Attachment' button.

To include attachments (files) on order(s), click the **ADD ATTACHMENT** button and select your file(s). If the supplier needs to see your comments/attachments, be sure to check the applicable "Visible to Supplier" box in each area or these will NOT be sent to the supplier. (Comments and Attachments can also be included on individual line items.)

You can add multiple attachments to your requisition but the overall size of *all* attachments cannot exceed 9.5MB. If you find you need more than the max, consider sending a zip file to Rev. Aug 2018

the vendor or find other means of getting the necessary file to them.

## VIEWING APPROVAL FLOW

To view approvals required for your requisition, click the Approval Flow tab.

PR4765986: Purchase for 4 books from Geological Society of Am... [Prev] [Submit] [Exit]

Review your requisition, make changes as necessary, and submit the request for approval.

**Summary** **Approval Flow**

Title: \* 4 books from Geological Society of America

On Behalf Of: Claxton, Sharon [v]

Use PCard: ☒

PCard number: SCLAXTON6514 [v]

Agency: 194 [select]

PR4765986: 4 books from Geological Society of America [Prev] [Submit] [Exit]

Review your requisition, make changes as necessary, and submit the request for approval.

**Summary** **Approval Flow**

**APPROVAL FLOW - REQUISITION**

Legend: [icon] Watcher [icon] Pending

A194-HARDWARE-4317 → A194-CC600 → A194-Buyer Inbox DEB FLEET → A194-CC600

[Add Approver]

If necessary, use the scroll bar to see the entire workflow approval.

[Prev] [Submit] [Exit]

**IMPORTANT!** If you removed your name from the 'On Behalf of' field of the requisition and replaced it with another, *their* workflow (authorized approvers) displays. If their pcard is being used, they will be in the workflow to approve use of their pcard.

To add an approver or a watcher to your requisition, click the Add Approver button and search and select the individual to be inserted.

## SUBMITTING A REQUISITION

- When satisfied all information on your requisition is correct, click the SUBMIT button either at the top or bottom of the requisition.

[Home](#) | [Help](#) | [Logout](#)

[My Home](#) | [My Orders/My Ups](#) | [My Approvals](#) | [My Quick Quote Req's](#)

[Create](#) | [Search](#) | [Manage](#) | [Recent](#) | [Preferences](#)

PR7497688: Supply Room - Paper for Pharos Printers

[Submit](#) [Exit](#)

Review your requisition, make changes as necessary, and submit the request for approval.

Summary

Approval Flow

Client Name:

A215MWC - University of Mary Washington

Title:

\* Supply Room - Paper for Pharos Printers

On Behalf Of:

Parrotte, Catherine

Use PCard:

☒

PCard number:

5944cparrot2\_local

Agency Code:

215-University of Mary Washington

Fiscal Year:

2017-2017 Fiscal Year

PO Category:

R01-Routine

Procurement Transaction Type:

20-Supplies - Non-Technology

Confirming Order; Do Not Duplicate:

☐

Accounting Summary:

[View Accounting Information](#)

My Labels:

[Apply Label...](#)

Line Items (2)

[Hide Details](#)

<input type="checkbox"/>	No.	Type	Solicit	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1			Ignition Series Low-Back Task Chair, Olivine Fabri...	1	each	\$363.54000 USD	\$363.54000 USD
<div>Supplier: L2 SUPPLIES AND SERVICES LLC Location: L2 SUPPLIES AND SERVICES LLC UNSPSC Code: 44120000 Contract Number: Bill To: A21575-University of Mary Washington Micro Business: <input checked="" type="checkbox"/> Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input checked="" type="checkbox"/> Woman Owned Business: <input type="checkbox"/> Reg. Type: Self-Registered</div>								
<input type="checkbox"/>	2			Ignition Series Low-Back Task Chair, Olivine Fabri...	4	each	\$363.54000 USD	\$1,454.16000 USD
<div>Supplier: L2 SUPPLIES AND SERVICES LLC Location: L2 SUPPLIES AND SERVICES LLC UNSPSC Code: 44120000 Contract Number: Bill To: A21575-University of Mary Washington Micro Business: <input checked="" type="checkbox"/> Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input checked="" type="checkbox"/> Woman Owned Business: <input type="checkbox"/> Reg. Type: Self-Registered</div>								

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#) [Add Non-Catalog Item...](#)

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

☐

Ship To:

A21539-University of Mary Washington -Simpson Library

Deliver To:

Pauline Jenkins

Need-by Date:

8/30/2017

Total Cost: \$1,817.70000 USD

[Update Total](#)

COMMENTS - ENTIRE REQUISITION

Comments:

☐ Visible to Supplier

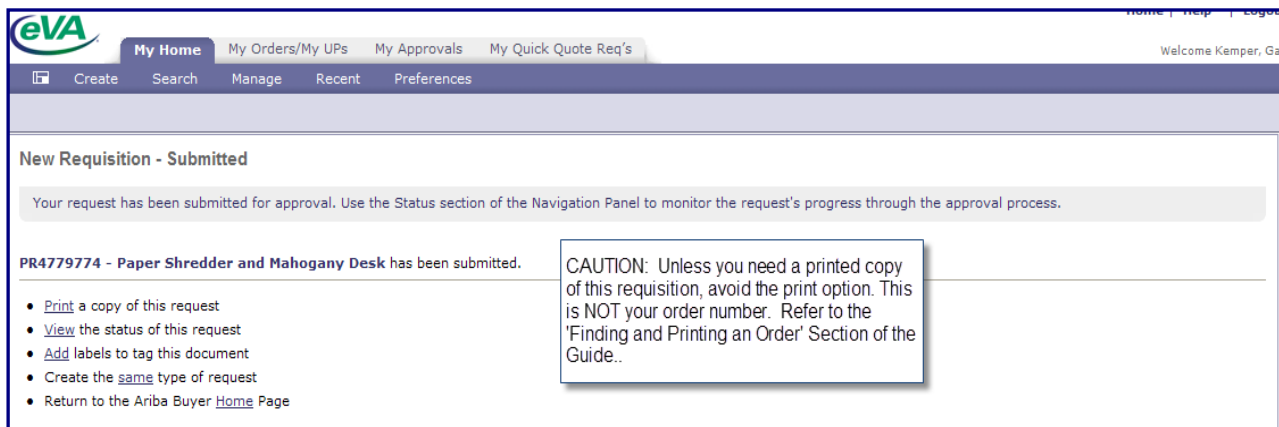
☐ Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

[Add Attachment](#)

[Submit](#) [Exit](#)

Upon submit, the following screen displays.



**New Requisition - Submitted**

Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress through the approval process.

PR4779774 - Paper Shredder and Mahogany Desk has been submitted.

- [Print](#) a copy of this request
- [View](#) the status of this request
- [Add](#) labels to tag this document
- Create the same type of request
- Return to the Ariba Buyer [Home](#) Page

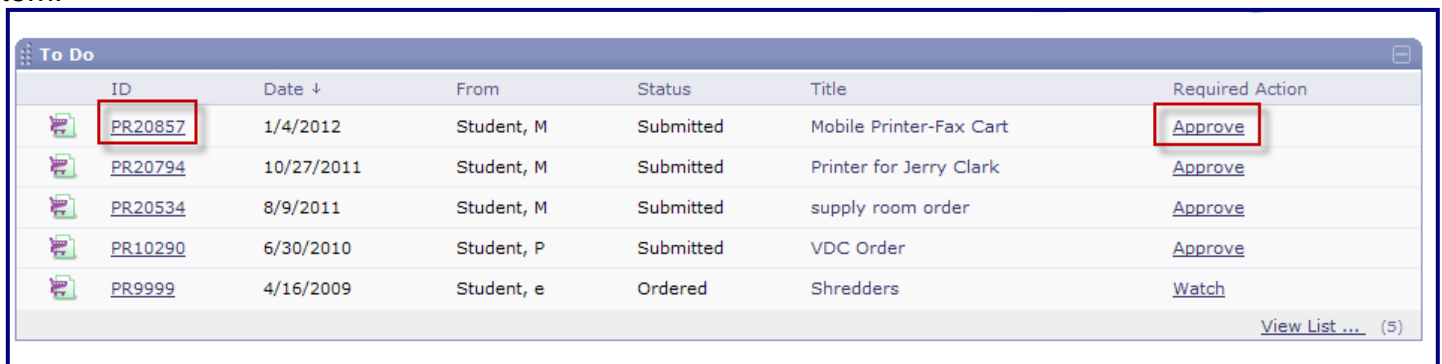
CAUTION: Unless you need a printed copy of this requisition, avoid the print option. This is NOT your order number. Refer to the 'Finding and Printing an Order' Section of the Guide..

To return to your eMall HOME page, click the Home link in the last bullet, or click the dashboard icon in upper left corner.

## APPROVING AN ORDER

Upon submission of a request, an e-mail is sent to the first approver indicating that a requisition has been submitted and is ready for approval. A link is provided in the e-mail. Once logged in, the link takes the approver directly to the request. The approver may also access the "To Do" section to begin approvals.

In the 'To Do' window, click either the Approve or ID link. Clicking the Approve link allows the approver to see Accounting code details at the top level; no need to drill-down into the line item!



ID	Date ↓	From	Status	Title	Required Action
<a href="#">PR20857</a>	1/4/2012	Student, M	Submitted	Mobile Printer-Fax Cart	<a href="#">Approve</a>
<a href="#">PR20794</a>	10/27/2011	Student, M	Submitted	Printer for Jerry Clark	<a href="#">Approve</a>
<a href="#">PR20534</a>	8/9/2011	Student, M	Submitted	supply room order	<a href="#">Approve</a>
<a href="#">PR10290</a>	6/30/2010	Student, P	Submitted	VDC Order	<a href="#">Approve</a>
<a href="#">PR9999</a>	4/16/2009	Student, e	Ordered	Shredders	<a href="#">Watch</a>

[View List ...](#) (5)

Only approvers with certain eVA roles are able to edit a submitted requisition.



**Approval Summary - Training**

Request: PR475245 of 46

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an ...

[Back](#) [Approve](#) [Deny](#) [Edit](#) [Print](#)

PR475245 - On Behalf Of: [Admin, D333](#) Total: \$1,258.68000 USD

No. ↑	Type	Description	Qty	Unit	Cost Center	Price	Amount
1		freshly squeezed lemonade	30	each		\$1.50000 USD	\$45.00000 USD

NOTE: An email is sent to the requisition preparer to alert them when it has been fully approved.

## FINDING AND PRINTING AN ORDER

Once a requisition has been fully approved\*, return to the 'My Documents' window on the main eMail screen, find your PR ID, and click it to open it up.

*\* If you receive an email notification stating your requisition is awaiting your approval, this is your official notice that your vendor cannot receive electronic orders. You must approve the PR (found in the 'To Do' window) as the final approver so the PR will move to ordered status.*

The screenshot displays the eVA (Electronic Vendor Administration) system interface. The top navigation bar includes links for 'My Home', 'My Orders/My LPOs', 'My Approvals', and 'My Quick Quote Req's'. Below this, a 'Return to Portal' button is visible. The left sidebar contains 'Common Actions' (Create, Manage, Receive) and 'Recently Viewed' items. The main content area is divided into several sections:

- To Do:** A table listing pending actions with columns for ID, Date, From, Status, Title, and Required Action. Items include PR20807, PR20794, PR20534, PR20290, and PR20599.
- Requisitions - Composing:** A table showing requisitions in progress, including PR20991, PR20951, and others.
- Requisitions - Submitted:** A table showing completed requisitions, including PR20857, PR20794, and others.
- Requisitions - Ordered - This Month:** A section indicating no items are currently ordered this month.
- My Documents:** A table listing ordered documents, including PR20623, PR20271, and others. A red arrow points to this section from the 'Recent' sidebar.

The bottom of the interface includes a 'Welcome to the New eMail' message and a link to 'Old Composing Links'.

Once the PR is opened, you can see your order number either at the line level or under the Orders Tab, as shown below. To Print – click on the Order#.

The screenshot shows the eVA system interface. At the top, there's a navigation bar with 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. Below this, the title is 'PR20545 - Lab supplies for Joe Dixon - Boise' and the status is 'Ordered'. A message states: 'These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...'. Below this is a toolbar with 'Back', 'Copy', 'Change', 'Cancel', 'Receive', and 'Print' buttons. The 'Orders' tab is selected, showing a summary of the order. The order details include: Title: Lab supplies for Joe Dixon - Boise, Use PCard: [checked], PCard number: mstudentNewcard, Agency Code: 999, Fiscal Year: 2011, PO Category: R01, Header Cross Reference: My Labels: [icon] Archive Items Apply Label... The 'Line Items' section shows one item: No. 1, Type [icon], Solicit [icon], Order PCO10195 (highlighted in a red box), Description CAMERA,DGT,POWERSHOT SX30IS, Qty 1, Unit each, Price \$449.99000 USD, Amount \$449.99000 USD. A 'Detail' button is next to the item. Below the line items, there's a section for 'Supplier: SUPPLY ROOM', 'Contact: SUPPLY ROOM-PUNCHOUT', 'Commodity Code: Cameras, Digital cameras ( 65535 )', 'Contract Number:', 'Bill To: Your Office-Accounts Payable', 'Small Business: [checked]', and 'Minority Owned Business: [unchecked]'. A 'Back' button with a left arrow is at the bottom left.

The order number appears in the upper left corner of the screen, as shown, click the PRINT button. A new window opens. Choose “File” and “Print” to send this order to your local printer. (To return to PR, click back link.)

The screenshot shows the eVA system interface. At the top, there's a navigation bar with 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. Below this, the title is 'PCO10195 - Lab supplies for Joe Dixon - Boise' and the status is 'Ordered'. A message states: 'These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...'. Below this is a toolbar with 'Back' and 'Print' buttons. The 'Orders' tab is selected, showing a summary of the order. The order details include: Order ID: PCO10195 (highlighted in a red box), Version: 1, Title: Lab supplies for Joe Dixon - Boise, Supplier: SUPPLY ROOM, Contact: SUPPLY ROOM-PUNCHOUT. A 'Back' button with a left arrow is at the bottom left.

## NOTES:

In above example, a Purchase Card was used so the order number is prefaced with a “PCO”, indicating **P**urchase **C**ard **O**der. Otherwise, order numbers typically begin with prefix “EP”.

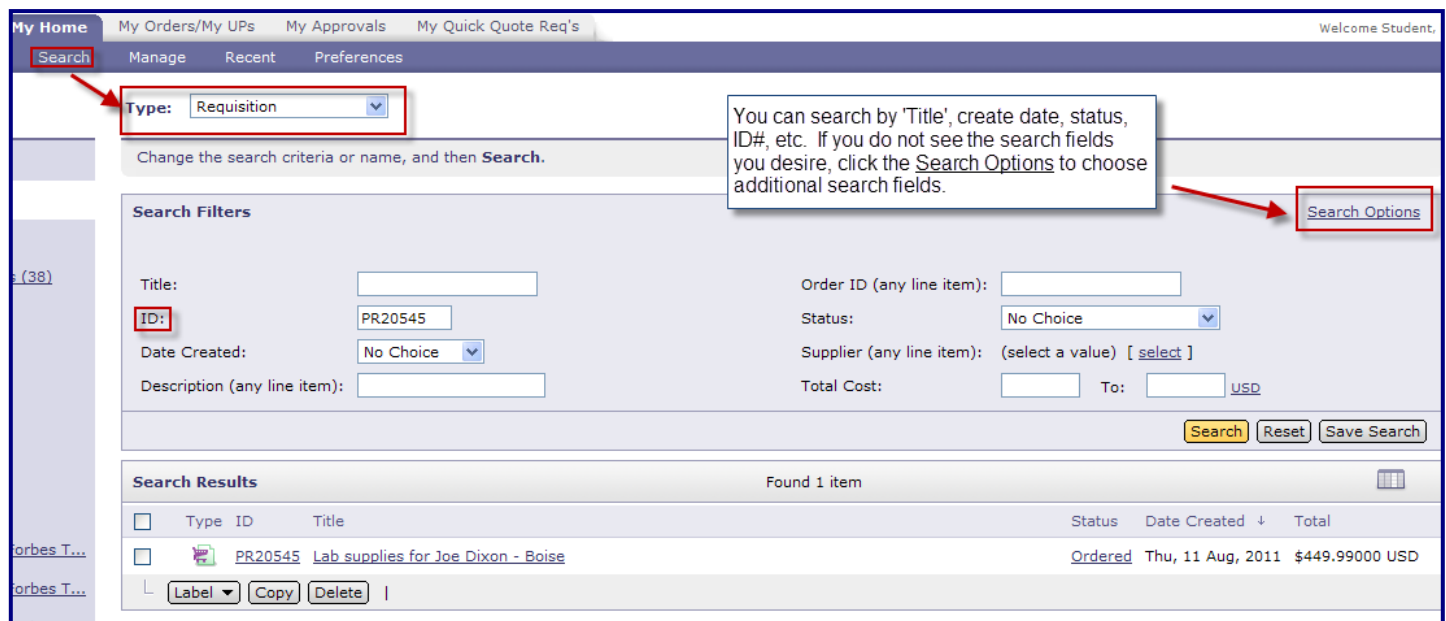
If the status of your requisition is ‘ordering’, this is a temporary status and should revert to ‘Ordered’ within 15 minutes. If the ordering status remains longer than 15-30 minutes, contact eVA Customer Care for assistance.

## CREATING A CHANGE ORDER

If a change needs to be made to a requisition that has been submitted for approval, it may be withdrawn and edited before approvals are completed. If the order has already been sent to the vendor, however, a change order must be submitted.

To create a change to a requisition in ordered status, find your PR either in the 'My Documents' window or by conducting a simple requisition search, as shown below. To use the Search feature, click the Search link in the horizontal bar that appears on your screen. In the drop-down menu under 'Type', select Requisition.

When your search screen appears, enter data in the fields you believe would be helpful to quickly locate your requisition. (e.g. Title) When your PR appears, click the underlined PR ID.



**Search** Manage Recent Preferences

Welcome Student, M

**Type:** Requisition

You can search by 'Title', create date, status, ID#, etc. If you do not see the search fields you desire, click the [Search Options](#) to choose additional search fields.

[Search Options](#)

Change the search criteria or name, and then **Search**.

**Search Filters**

Title:

**ID:** PR20545

Date Created: No Choice

Description (any line item):

Order ID (any line item):

Status: No Choice

Supplier (any line item): (select a value) [select]

Total Cost:  To:  USD


**Search** **Reset** **Save Search**

**Search Results** Found 1 item

Type	ID	Title	Status	Date Created	Total
<input type="checkbox"/>	<a href="#">PR20545</a>	Lab supplies for Joe Dixon - Boise	Ordered	Thu, 11 Aug, 2011	\$449.99000 USD

**Label** **Copy** **Delete**

After clicking the underlined PR, a CHANGE button appears at the top of the screen.



**My Home** My Orders/My UPs My Approvals My Quick Quote Req's

Welcome Student, M

**PR20545 - Lab supplies for Joe Dixon - Boise** Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

**Back** **Copy** **Change** **Cancel** **Receive** **Print**

**Summary** Approval Flow Orders Receipts History

Title: Lab supplies for Joe Dixon - Boise

Use PCard: ☒

PCard number: mstudentNewcard

Agency Code: 999

Fiscal Year: 2011

PO Category: R01

Header Cross Reference:

## IMPORTANT NOTES ABOUT CHANGES

If you do not see a Change button, it could be due to one of the following:

- The requisition was accessed by going to the **My Orders/My UPS** tab (eMail Home screen), clicking on the OrderID, then clicking on the PR ID on a line item. *To remedy, close the transaction and access the Requisition SEARCH screen to locate the PR.*
- The requisition is in RECEIVED status. *To remedy, the receiver must go into Receiving and reopen the order.*

If an order has been received, the applicable requisition cannot be cancelled unless all previously received items are backed out. If quantity needs to be reduced\* or a price needs change on an item already received, receiving must be first backed out for applicable item.

\* A reduction in quantity can only be done without backing out receiving *if* the quantity change is equal to or greater than what has already been received. A price change requires all items previously received must be backed out.

(Refer to the *eMail Receiving Guide* for additional information regarding requirements for changes/cancellations on requisitions in Receiving/Received status.)

Make the necessary changes to your requisition and click the Submit button.

PR20545-V2: Lab supplies for Joe Dixon - Boise

Review your requisition, make changes as necessary, and submit the request for approval.

Your requisition is versioned when a change is made

**Summary** Approval Flow

Title: \* Lab supplies for Joe Dixon - Boise

On Behalf Of: Student, M

Use PCard: ☒

PCard number: mstudentNewcard

Agency Code: 999 [ select ]

Fiscal Year: 2011 [ select ]

PO Category: R01 [ select ]

Header Cross Reference:

My Labels: [Apply Label...](#)

Change Initiated By: Student, M

For Change Order: Yes

**Line Items (2)** Hide Details

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			CAMERA,DGT,POWERSHOT SX30IS	1	each	\$449.99000 USD	\$449.99000 USD
<p>Supplier: SUPPLY ROOM Contact: SUPPLY ROOM-PUNCHOUT Commodity Code: Cameras, Digital cameras ( 65535 ) Contract Number: Bill To: Your Office-Accounts Payable Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input type="checkbox"/> Woman Owned Business: <input type="checkbox"/></p>							
2			Test Tubes-3 microsampling; thk density	13	each	\$30.00000 USD	\$390.00000 USD
<p>Supplier: MIXSON CORPORATION Contact: MIXSON - DANVILLE Commodity Code: Test Tubes, Anti coagulant test tubes ( 17542 ) Contract Number: Bill To: Your Office-Accounts Payable Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input type="checkbox"/></p>							

## VIEWING PURCHASE REQUISITION HISTORY

Clicking on the HISTORY tab of the PR provides invaluable historical information relative to your requisition. Some Action links are live and, when clicked, provide important details.

**PR20545-V2 - Lab supplies for Joe Dixon - Boise** Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

[Back](#) [Copy](#) [Change](#) [Cancel](#) [Receive](#) [Print](#)

[Summary](#) [Approval Flow](#) [Orders](#) [Receipts](#) **[History](#)**

Date ↓	User	Real User	Action	Summary
Wed, 4 Jan, 2012, 1:01 PM	aribasystem		<a href="#">Ordered</a>	Order <a href="#">PCO10239</a> was successfully printed and mailed to MIXSON CORPORATION : MIXSON - DANVILLE.
Wed, 4 Jan, 2012, 1:01 PM	Student, M	Student, M	<a href="#">Approved</a>	<a href="#">PR20545-V2</a> approved.
Wed, 4 Jan, 2012, 1:01 PM	Student, M	Student, M	<a href="#">Changed</a>	Requisition properties were changed. Line items were added. Previous version: <a href="#">PR20545</a> .
Thu, 11 Aug, 2011	aribasystem		<a href="#">Ordered</a>	Order <a href="#">PCO10195</a> was successfully printed and mailed to SUPPLY ROOM : SUPPLY ROOM-PUNCHOUT.
Thu, 11 Aug, 2011	Student, M	Student, M	<a href="#">Approved</a>	<a href="#">PR20545</a> approved.
Thu, 11 Aug, 2011	Student, M	Student, M	<a href="#">Submitted</a>	<a href="#">PR20545</a> submitted for approval.

## WORKING WITHIN THE 'MY DOCUMENTS' WINDOW

Items in your 'My Documents' window can be viewed in a format that allows you to take different action.

**My Documents**

ID	Title	Date ↓	Status
<a href="#">PR20647</a>	Office Equipment - 3rd Floor-MW Building	10/12/2011	Denied
<a href="#">PR20625</a>	Lab supplies	10/11/2011	Composing
<a href="#">PR20623</a>	Order with adhoc vendor	10/7/2011	Ordered
<a href="#">PR20571</a>	new one	8/26/2011	Ordered
<a href="#">QQ:QQ001820 AWD717</a>	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	8/11/2011	Submitted
<a href="#">PR20545</a>	Lab supplies for Joe Dixon - Boise	8/11/2011	Ordered

[View More ...](#) (52)

When you click the 'View More' link, and choose 'Requisition', you are immediately put into a SEARCH screen. The system allows you to quickly search for your requisition rather than force you to scroll through the 'My Documents' window to find your requisition.

The Search screen, shown below, is exceptionally helpful when searching eMail transactions (requisitions/orders/eForms, etc.).

## NAVIGATING THE SEARCH SCREEN

The 'Type' field [top of screen] can be changed to view transaction types other than requisition.

**Search** Type: Requisition

Change the search criteria or name, and then **Search**.

**Search Filters** Search Options

Title:  Order ID (any line item):

ID:  Preparer: Student, M [ select ]

Date Created: No Choice ▼ Status: No Choice ▼

Description (any line item):  Supplier (any line item): (select a value) [ select ]

Total Cost:  To:  USD

Search Reset Save Search

**Search Results** Found 50 items

<input type="checkbox"/>	Type	ID	Title	Status	Date Created	Total
<input type="checkbox"/>	PR	PR20545-V2	Lab supplies for Joe Dixon - Boise	Ordered	Wed, 4 Jan, 2012, 12:55 PM	\$839.99000 USD
<input type="checkbox"/>	PR	PR20992	dfdsfd	Denied	Fri, 2 Dec, 2011	\$1.39000 USD
<input type="checkbox"/>	PR	PR20991	Copy of Office Equipment for Athletic Office	Composing	Fri, 2 Dec, 2011	\$8.53000 USD
<input type="checkbox"/>	PR	PR20857	Mobile Printer-Fax Cart	Submitted	Wed, 16 Nov, 2011	\$159.10000 USD
<input type="checkbox"/>	PR	PR20851	Office Equipment for Athletic Office	Composing	Wed, 16 Nov, 2011	\$8.53000 USD
<input type="checkbox"/>	PR	PR20794	Printer for Jerry Clark	Submitted	Thu, 27 Oct, 2011	\$3.55000 USD
<input type="checkbox"/>	QQ	QQ:QQ001892 AWD747	SET-ASIDE FOR SMALL BUSINESSES-Abrasives	Composing	Mon, 17 Oct, 2011	\$1,287.00000 USD
<input type="checkbox"/>	PR	PR20647	Office Equipment - 3rd Floor-MW Building	Denied	Wed, 12 Oct, 2011	\$2,929.74000 USD
<input type="checkbox"/>	PR	PR20625	Lab supplies	Composing	Tue, 11 Oct, 2011	\$4.01000 USD
<input type="checkbox"/>	PR	PR20623	Order with adhoc vendor	Ordered	Fri, 7 Oct, 2011	\$630.73000 USD
<input type="checkbox"/>	PR	PR20571	new one	Ordered	Fri, 26 Aug, 2011	\$50.74000 USD
<input type="checkbox"/>	QQ	QQ:QQ001820 AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	Submitted	Thu, 11 Aug, 2011	\$125.00000 USD

Label Copy Delete

When viewing requisitions in this open format, you have the ability to take a variety of actions.

Clicking the box beside the PR ID(s) allows you to:

- assign the requisition to a Label by clicking the Label button,
- copy the selected requisition(s),
- delete requisitions (composing status only)

Other screen options

- Clicking any column header re-sorts the column.
- Saving searches or assigning labels allows you to easily access your 'grouped' transactions from left menu
- Clicking icon table in upper right corner of window, as shown below, allows grouping and download features!

**Search Results** Found 50 items

<input type="checkbox"/>	Type	ID	Title	Status	Date Created	Total
<input type="checkbox"/>	PR	PR20794	Printer for Jerry Clark	Submitted	Thu, 27 Oct, 2011	\$3.55000 USD
<input type="checkbox"/>	QQ	QQ:QQ001892 AWD747	SET-ASIDE FOR SMALL BUSINESSES-Abrasives	Composing	Mon, 17 Oct, 2011	\$1,287.00000 USD
<input type="checkbox"/>	PR	PR20647	Office Equipment - 3rd Floor-MW Building	Denied	Wed, 12 Oct, 2011	\$2,929.74000 USD
<input type="checkbox"/>	PR	PR20625	Lab supplies	Composing	Tue, 11 Oct, 2011	\$4.01000 USD
<input type="checkbox"/>	PR	PR20623	Order with adhoc vendor	Ordered	Fri, 7 Oct, 2011	\$630.73000 USD
<input type="checkbox"/>	PR	PR20571	new one	Ordered	Fri, 26 Aug, 2011	\$50.74000 USD
<input type="checkbox"/>	QQ	QQ:QQ001820 AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	Submitted	Thu, 11 Aug, 2011	\$125.00000 USD
<input type="checkbox"/>	PR	PR20534	supply room order	Submitted	Tue, 9 Aug, 2011	\$14.00000 USD
<input type="checkbox"/>	PR	PR20533	Lab Supplies for Joe Dixon	Ordered	Tue, 9 Aug, 2011	\$35.00000 USD
<input type="checkbox"/>	PR	PR20532	VDC order	Ordered	Tue, 9 Aug, 2011	\$57.00000 USD
<input type="checkbox"/>	PR	PR10404	Office Supplies for Jane Monteray	Composing	Thu, 16 Jun, 2011	\$50.00000 USD

Click this icon to open up a menu of action choices!

Click the double arrows to expand/collapse your window!

Show / Hide Columns

- ☒ Type
- ☒ ID
- ☒ Title
- ☒ Status
- ☒ Date Created
- ☒ Total Cost

Group by Column

- Type
- ID
- Title
- Status
- Date Created
- Total Cost

Export to Excel

- Export all Rows
- Export Current Page

ARIBA is the back-end process of the eVA system that allows orders to go to vendors electronically. In addition to registering in eVA, vendors who wish to receive orders electronically or wish to post a catalog must be registered in the ARIBA system. If the order was sent electronically, you can see the vendor view of the order inside the eMall by clicking the word 'Ordered' in the Status column.

Search Results		Found 50 items			
<input type="checkbox"/>	Type ID	Title	Status	Date Created ↓	Total
<input type="checkbox"/>	PR20794	<a href="#">Printer for Jerry Clark</a>	Submitted	Thu, 27 Oct, 2011	\$3.55000 USD
<input type="checkbox"/>	QQ:QQ001892 AWD747	<a href="#">SET-ASIDE FOR SMALL BUSINESSES-Abrasives</a>	Composing	Mon, 17 Oct, 2011	\$1,287.00000 USD
<input type="checkbox"/>	PR20647	<a href="#">Office Equipment - 3rd Floor-MW Building</a>	Denied	Wed, 12 Oct, 2011	\$2,929.74000 USD
<input type="checkbox"/>	PR20625	<a href="#">Lab supplies</a>	Composing	Tue, 11 Oct, 2011	\$4.01000 USD
<input type="checkbox"/>	PR20623	<a href="#">Order with adhoc vendor</a>	<a href="#">Ordered</a>	Fri, 7 Oct, 2011	\$630.73000 USD
<input type="checkbox"/>	PR20571	<a href="#">new one</a>	<a href="#">Ordered</a>	Fri, 26 Aug, 2011	\$50.74000 USD
<input type="checkbox"/>	QQ:QQ001820 AWD717	<a href="#">SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies</a>	Submitted	Thu, 11 Aug, 2011	\$125.00000 USD
<input type="checkbox"/>	PR20534	<a href="#">supply room order</a>	Submitted	Tue, 9 Aug, 2011	\$149.99000 USD
<input type="checkbox"/>	PR20533	<a href="#">Lab Supplies for Joe Dixon</a>	<a href="#">Ordered</a>	Tue, 9 Aug, 2011	\$356.07000 USD
<input type="checkbox"/>	PR20532	<a href="#">VDC order</a>	<a href="#">Ordered</a>	Tue, 9 Aug, 2011	\$57.70200 USD

ARIBA®

SPEND MANAGEMENT

Back to Ariba Buyer Requisition Status

Help ▾

Michael Dennis, Administrator,

ANID: AN01002917961-T

After review is complete, click here to return to your search screen

Order Detail

Order History

Click the Order History tab to see details as to how vendor received your order

PURCHASE ORDER

EP10488

Version: 1

Order submitted on:Tuesday 9 Aug 2011 7:34 PM GMT+00:00

Received by Ariba Network on:Tuesday 9 Aug 2011 7:35 PM GMT+00:00

SUPPLIER

Virginia Distribution Center - TEST

2400 Riley Ridge Road

Sandston, VA 23150

United States

Phone: +1 (804) 328-3232

Fax:

Email: [Maria.Hatcher@dqs.virginia.gov](mailto:Maria.Hatcher@dqs.virginia.gov)

SHIP ALL ITEMS TO

Your Desk

13 Home Sweet Home

Emporia, VA 23900

United States

Ship To Code: EVAT04

Phone: +1 (999) 0001111

Email: [gail.kemper@dqs.virginia.gov](mailto:gail.kemper@dqs.virginia.gov)

OTHER INFORMATION

ROUTING STATUS

Acknowledged

ORDER STATUS

New

BILL TO

Your Office-Accounts Payable

999 Billing Way

Wayward, VA 23299

United States

Phone: +1 (999) 9991111

DELIVER TO

M Student

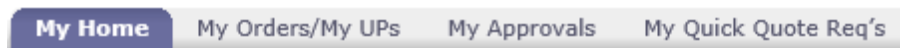
Your Desk

The above screen appears ONLY if the order was sent to the vendors ARIBA inbox.

The "Order Detail" tab shows the status and details of the order while the Order History tab shows HOW the order was transmitted (email/CXML/FAX). "Order Status" on the first tab may show "Unconfirmed" or "Acknowledged." Do not be alarmed if "Order Status" is "Unconfirmed." Many vendors fail to confirm orders in Ariba but this does NOT mean they did not receive the order. If the status says "Sent", the vendor received the order. If the status says "Failed" it will be handled internally; the buyer does not need to take any action. Rarely do orders fail unless the vendor has not kept the ARIBA account up-to-date. In any case, if the vendor can get to their Ariba 'Inbox', they will see the order that failed to transmit according to their desired setup.

## GENERAL EMALL/eVA INFORMATION

The eMall Home screen provides 4 main tabs: My Home, My Orders/My Up's, My Approvals, and Transactions Sourced.



### My Home

The Home screen offers views of requisitions in various stages: Composing, Submitted, Denied. The 'To Do' window display items waiting for approval while the 'My Documents' window displays all items created by the preparer.

To open the 'To Do' window, click the View List link in the bottom right corner of window. To open the 'My Documents' window, click the View More link in the bottom right corner of window. Once a selection is made, additional choices (i.e. Requisitions) must be chosen. When the 'To Do' or the 'My Documents' window is opened, additional actions can be taken.

### My Orders/My UPs

The transactions that appear on this tab are related to Orders and User Profile changes. The first 3 windows display orders created 'This Calendar Quarter, Last Calendar Quarter, and This Calendar Year, respectively. The final window shows all User Profiles created (UPs) from the start of the users account. It's important to note that if you open an order from this tab, and drill down into the PR number and open it, you cannot change or cancel the requisition from this TAB! Conduct a search for the PR and open it once the requisition appears.

### My Approvals

This tab displays the "To Do" window, which functions the same way as shown on the eMall Home screen. If you only do approvals, you may wish to exit the eMall from this Tab, as it will always return you to this screen.

The second window on this tab shows the requisitions that you have approved that are not in submitted status.

### My Quick Quote Req's

If you process a Quick Quote and select a vendor and submit, the transaction (QQ requisition) will eventually appear in a window under this Tab. If you do not immediately see the item, refer to the 'My Documents' window on the eMall Home tab.

If your agency is setup to allow requisitions to flow into either the Quick Quote or Sourcing and Contracting applications [to be handled by a Procurement Professional to obtain quotes], these items will also display here.

## SEARCHING CATALOGS

**Save Search:** Saving searches provided by multiple suppliers is a good way to quickly access your information at a later time

**Favorites:** Use the Add to Favorites link to earmark frequently purchased catalog items. Favorites always give you the most current catalog prices.

## ITEM IDENTIFICATION

You will notice an icon next to the Item number(s) on the Checkout screen. This signifies the type of item added to your requisition. Hovering over this icon provides the information, as shown:



## CREATING NON-CATALOG ITEMS

The fastest way to create non-catalog items to the same vendor:

Create the first item and use the COPY feature to duplicate the item. Change the necessary fields. This also ensures separate orders do not go to the same vendor.

## COMMENTS AND/OR ATTACHMENTS

Comments are independent of attachments. Do NOT include sensitive information such as Tax ID or SSN in the comments area.

Only preparers of requisitions can delete their comments and/or their attachments.

## SHIPPING CHARGES

As a rule, shipping charges are included in the prices denoted in the eMail. In exception cases, create a separate non-catalog line for shipping charges with commodity code for freight. Notations of this practice in the Comments area can be helpful to Accounts Payable.

## APPROVING REQUISITIONS

If you click on the Approve link in the 'To Do' window, you can view all accounting code details without having to click on each item.

If you wish to do a mass-approval of many items, click the View List link at the bottom of the window. This opens up the window with boxes that you can select for mass approval.

## COPYING REQUESTS TO SAVE TIME

To copy a requisition, simply search for the PR or find the PR in the My Documents window and click on the PR ID. Once opened, you will see a Copy button. Items from a punchout catalog do NOT copy forward to a new requisition.

## PROCUREMENT TRANSACTION TYPES (FULL DESCRIPTION)

- 10 - Equipment - Non-Technology- Procurements not meeting the technology equipment description that are not used up except through depreciation or wear and

tear. Items would typically include: furniture, vehicles, machinery and other similar types of large objects. Agencies should use the 50% rule in determining whether procurements of equipment including labor for installation or servicing would be categorized as equipment or service.

50% rule: The deciding factor is where the majority of the cost is expended – on the product itself or on the services related to making the product functional. Whenever the estimated cost of materials, equipment, or supplies amounts to 50% or more, it is not considered a service.

- 15 - Equipment – Technology- Procurements of technology equipment that are not used up except through depreciation or wear and tear. Items would typically include: computers, peripherals, etc. (Consult your IT department if you need more information).
- 20 - Supplies – Non-Technology- Procurements not meeting the technology supplies description that would include all types of consumables such as: food, clothing, fuel, medical supplies, athletic supplies, office supplies, replacement parts, hardware supplies, printer supplies, etc.
- 25 - Supplies – Technology- Procurements of technology supplies that would typically include: software, replacement parts, consumables, etc. (Consult your IT department if you need more information).
- 30 - Non-Professional Services – Non-Technology- Procurements of activities performed by independent contractors not found under the description for technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, custodial services, grounds maintenance, banking/collection services, advertising/public relations, security services, food service, vending, hauling/moving/transportation, conference facilities, insurance, and rental of equipment with operators. Agencies should use the 50% to determine the type of procurement (service or equipment).
- 35 - Non-Professional Services – Technology- Procurements of activities performed by independent contractors not found under the description for non-technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, consulting services, trainers, etc.
- 40 - Professional Services – As defined by the *VPPA* means work performed by an independent contractor within the scope of the practices of: accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering and the services of an economist procured by the State Corporation Commission. These are the only services that use the transaction type of Professional Service.
- 45 - Printing – Procurements of printing services and products.
- 50 - Construction – Procurements of buildings, altering, repairing, improving or demolishing any structure or building. Draining, dredging, excavation, grading or

similar work upon real property. Typically might include: door repair or replacement, roof replacement, renovations of any kind, mine reclamation, site grading, etc.

- 55 - Highway Construction – Procurements of highway construction, services, maintenance and repair
- 60 - Real Property – Procurements of the lease of office space, purchase/sale of land, appraisals/broker services, etc.
- 65 - Surplus – Procurements of surplus property
- 70 - PPEA/PPTA – Procurements using the Public-Private Educational Facilities Infrastructure Act or Public-Private Transportation Act
- 75 - ARRA – Procurements utilizing the American Recovery and Reinvestment Act.
- 80 – Cooperative Procurement – procurements associated with a cooperative.
- 85 - Non-Procurement or Other – an expense or other non-procurement type transaction
- 90 - Grant Opportunity – a Procurement associated with a grant

### **Check Units of Measure**

Read the detailed description. 'Each' may mean more than one ("box of 60", "package of 10 rolls," etc.) The correct UOM is especially important for those who do receiving and/or process invoices.

### **Requisition Editing**

If an approver has "edit approvable" capabilities and edits the requisition, the approval process starts over unless the approver has a specific role that can prevent re-approvals.

### **Session Time Out**


If you do not move on the screen or make a change for 60 minutes, the session will timeout, (log you out). The back browser button will not allow you to continue working if you receive a session time out. If you are working on a requisition, it will be saved in "Composing". Close your browser to clear out all temporary files and log back into eVA ([www.eva.virginia.gov](http://www.eva.virginia.gov)).

### **Automatic Log Out**

If you find you're getting logged out of the system too often, check to ensure you are not opening a browser and then logging into eVA on multiple tabs within that same browser. Also clear your Internet 'cache' (temporary files) on a regular basis.

### **Internet Browser or Technical Problems**

eVA is a secure site. If experiencing problems, look for the below link on eVA Home page and click the highlighted link. Ensure your browser is compatible with eVA. If necessary, consult your IT personnel.

 You can make eVA run more efficiently by adjusting your [Browser Settings](#)

CAUTION: Do not use browser buttons to toggle from screen-to-screen inside eVA.

## Mail/Fax Orders

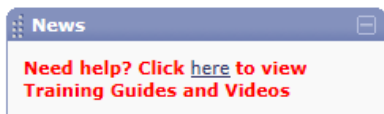
**For orders that must be mailed or faxed**, be sure the order is printed; NOT the requisition. A requisition # begins with PR. Orders typically begin with an EP and for pcards, PCO. The order is what is mailed or faxed to the vendor; not the PR.

**NOTE:** If placing a non-catalog order to an eVA registered supplier who has a preferred order method of URL (not Paper), the supplier will receive the order electronically. Do NOT fax the order to the vendor or you risk order duplication.

**If a purchase card order (PCO) must be mailed, phoned in, or faxed, contact the vendor to provide them the pcard number.** A p-card number cannot be included on the order (DOA policy). If the order was submitted electronically, the card number will be encrypted electronically on the order and the vendor will see it when they open your order within their ARIBA account. It's always good practice to insert a COMMENT on your requisition to alert the vendor this is a Purchase Card Order but do not reference your pcard number. Also keep your pcard information current in the eVA system. Otherwise, pcard fields will disappear from the requisition screen and will be unavailable for use.

## BUYER RESOURCES

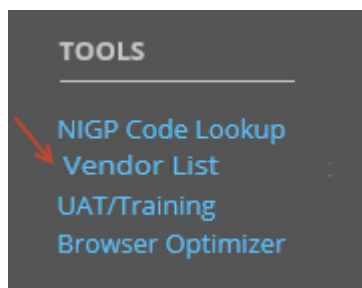
Procurement and training manuals are available with a click of the mouse. For eMall guides, including Receiving instructions, click the live link in the NEWS box inside the eMall screen.




For additional training resources, check the multitude of resources behind the button **I BUY FOR VIRGINIA** on the main eVA website ([www.eva.virginia.gov](http://www.eva.virginia.gov)).

Direct vendors to the **I SELL TO VIRGINIA** button on the eVA Home screen for invaluable vendor guidance.


To see a list of eVA vendors, click the *Vendors* link on the eVA Home Page, as shown at bottom of page under TOOLS.



The below report provides search capability. Clicking on the Vendor ID allows you to see which commodity codes the vendor selected. It also provides further details on SWAM and contact information.



eVA Vendor List



[Search](#) [View All](#)

[View Full DMBE List](#)

Vendor Legal Name Starting With: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#)

First 6 pages of results returned. Search by legal name or vendor ID to find a specific vendor.

Status	HQ	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	Small	Minority	Woman	Disabled Veteran	ESO	Accept Charge Card	Accepts Visa	Accepts Elect Orders
Active Self	Y	<a href="#">VS0000102245</a>	#1 Floor and Carpet Service LLC	Newport News	570 Industrial Park #B	Newport News	VA	23608	S	M				Y	Y	N
Active Self	Y	<a href="#">VS0000080832</a>	02Solutions Inc	Stafford Office	44 Mine Rd Suite 2 #168	Stafford	VA	22554	S					N	N	N
Active Self	Y	<a href="#">VS0000058085</a>	1 877 Network Support Inc	Reston Office	2303 Old Trail Dr	Resron	VA	20191						Y	Y	Y
Active Self	Y	<a href="#">VS0000048501</a>	1 A LifeSafer of Virginia Inc	National Interlock	1660 Jasper St. Suite I	Aurora	CO	80011						Y	Y	N
Active Self	Y	<a href="#">VS0000022938</a>	1 auto glass inc	fairfax	2800 Juniper St.	Fairfax	VA	22031						Y	Y	N
Active Self	Y	<a href="#">VS0000029015</a>	1 EBT Corp	Fort Washington	11036 Livingston Rd.	Fort Washington	MD	20744						Y	Y	N
Active Self	Y	<a href="#">E28068</a>	1 Hour Photo Inc	1 Hour Photo+, Inc - Norton VA	6114 Crystal Lane	Wise	VA	24293						Y	Y	N
Active Self	Y	<a href="#">E516</a>	1 Nation Technology	1 Nation Technology - HQ/ Oldsmar, FL	4027 TAMPA ROAD	OLDSMAR	FL	34677						Y	Y	N
Active Self	Y	<a href="#">VS0000026218</a>	1 SOURCE SOLUTIONS	SUFFOLK OFFICE	3575 Bridge Rd, Ste 8 MB 142	Suffolk	VA	23435	S	M				N	N	Y
Active Self	Y	<a href="#">E67264</a>	1 South Productions Inc	1 South Productions Inc - Chesapeake VA	1305 Copper Stone Circle	Chesapeake	VA	23320						N	N	N
Active Self	Y	<a href="#">E16917</a>	1 Stop Electronics Center Inc	1 Stop Electronics Center Inc	1100 Coney Island Avenue	Brooklyn	NY	11230						Y	Y	Y
Active Self	Y	<a href="#">VS0000079994</a>	1 Stop Mechanical Inc	Dumfries Office	15038 Holleyside Drive	Dumfries	VA	22025	S					Y	Y	Y
Active Self	Y	<a href="#">E28599</a>	1 Towing & Repair Inc	#1 Towing & Repair - Ashland/ Doswell	16269 Washington Hwy.	Doswell	VA	23047						Y	Y	Y
Inactive	Y	<a href="#">VS0000121102</a>														

**For all other questions or concerns, contact eVA Customer Care at 866-289-7367 or 804-371-2525**